



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

Tel Nos.: (088) 856-4454 / (08822) 72-46-15
Fax No.: (088) 856-4524 / Website: www.depedmisor.net



DIVISION MEMORANDUM

July 31, 2015

No. 237 s.2015

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR SALARY CLAIMS
OF NEWLY HIRED TEACHER I POSITIONS (ELEMENTARY SEC)**

TO: All Newly-Hired Teacher I (March – July 2015)
District Senior Bookkeepers/Designate
Public Schools District Supervisors/District Coordinating Principals
School Principals/School Heads

1. All Public Schools District Supervisors or District Coordinating Principals are hereby directed to facilitate the submission of Documentary Requirements for Salary Claims of Newly-Hired Teacher I Personnel in their respective Districts including Non-IU Secondary Schools.
2. The **following steps** shall strictly be followed in the processing of the said claims:
 - 2.1. Newly-Hired Teacher I Personnel who received their Advice Orders from March 2015 – July 2015 shall submit the requirements in 3 sets/copies in 1 Folder filed according to the following order:
 - 2.1.1. Request Letter addressed to SDS (pls. state the period to be claimed)
 - 2.1.2. DTR – all original (pls. fill up properly w/ signature of the School Head/Principal)
 - 2.1.3. Permanent Appointment
 - 2.1.4. Advice Order
 - 2.1.5. First Day of Service
 - 2.1.6. Panunumpa sa Katungkulan
 - 2.1.7. Assets and Liabilities (SALN)
 - 2.1.8. DBP-Capistrano Branch Account Number
 - 2.1.9. Pag-ibig MID No. or RTN (Registration Tracking No.)
 - 2.1.10. Photocopy of Official Receipt of payment made at Philhealth for the month claimed (as voluntary)
 - 2.1.11. Contact Number
 - 2.1.12. Division Clearance (for transferee from other division or implementing units)
 - 2.1.13. Certificate of Last Payment (for transferee from other division or implementing units)
 - 2.2. District Senior Bookkeepers/Designate shall check and receive the documents with the presence of the school head or the teacher to immediately address the issue on incomplete requirements. **One (1) Folder per One (1) Teacher.**
 - 2.3. District Senior Bookkeepers/Designate shall prepare transmittal signed by the PSDS or District Coordinating Principal to be submitted together with the claim/s in folder/s to the Receiving Section at the Division Office.
3. Photocopies shall be properly verified and authenticated by the School Principals.
4. Individual, personal, walk-in, hand-carried submission of claims from newly hired teachers shall not be entertained in the Division Office. Hence, the Accounting Section shall not receive the said claim without the endorsement from the respective districts. **Deadline for Submission is on August 7, 2015.**
5. For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent



A C C T G