



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X
DIVISION OF MISAMIS ORIENTAL
CAGAYAN DE ORO CITY



July 1, 2013

DIVISION MEMORANDUM

NO. 69, S 2013

To: ALL DISTRICT SUPERVISORS
SECONDARY SCHOOL HEADS
This Division

FROM: CHERRY MAE L. LIMBACO, PhD., CESO IV
Schools Division Superintendent

SUBJECT: PREPARATION OF PAYROL/SALARY CLAIM OF NEWLY-HIRED
TEACHERS

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1. To facilitate the preparation of payroll and salary claims of newly-hired teachers of this division, this office advised all the Public Schools District Supervisors and Secondary School Heads to prepare the payroll and facilitate the salary claims of newly-hired teachers per district and secondary school, respectively.
 2. PSDS and Secondary School Heads shall follow the pro-forma used by the Accounting Office, re: Excel format to guide in salary monthly compensation, deductions and net pay.
 3. This office expects these documents to be prepared in five (5) copies to be submitted on or before July 5, 2013.
 4. Any query as to the preparation of the payroll and salary claims shall be addressed to the Accounting Office, Attention: Ms. Mariz Jadap.
 5. For compliance