



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 14, 2025

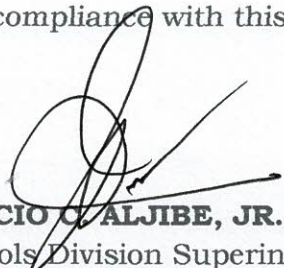
DIVISION MEMORANDUM

No. 019 s., 2025

SUBMISSION OF REQUIREMENTS FOR ONLY ONE (1) MONTH INITIAL SALARY CLAIMS AND REGULAR PAYROLL INCLUSION OF DIVISION PAID NEWLY-HIRED AND TRANSFERRED EMPLOYEES FROM IMPLEMENTING UNITS (IUs) AND OTHER GOVERNMENT AGENCIES.

To: Public Schools District Supervisors/District Heads
Elementary and Secondary School Heads
District/School Administrative Officers
Teaching and Non-Teaching Personnel
All Concerned Personnel

1. To streamline the payroll processing of newly hired and transferred employees, all concerned personnel shall submit the complete set of documentary requirements for salary claim, immediately after one (1) month of rendering personal services (see attached checklist of requirements).
2. It is also important to note that the DIVISION PAID initial salary shall only be paid ONCE. After completion of requirements for initial salary, the concerned personnel shall immediately submit the documentary requirements for REGULAR PAYROLL INCLUSION to the Personnel Unit.
3. No SUBSEQUENT salary claim shall be accepted and processed, except for those personnel with plantilla in ELEMENTARY who have not yet receive their Special Order of Assignment.
4. The Personnel Unit shall encode the information into the designated Google Sheet as a reference for the Division Payroll In-Charge to ensure payroll inclusion.
5. The cut-off date for the submission of Monthly Payroll Work Sheets and encoding of payroll concern requests in the Google Sheet by the Personnel Unit is every **20th day of the prior month.**
6. Immediate and wide dissemination of and compliance with this memorandum is hereby directed.


GAUDENCIO C. ALJIBE, JR., CESO VI
Schools Division Superintendent

DepEd Northern Samar



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**BASIC REQUIREMENTS FOR PAYMENT OF INITIAL SALARY
 OF NEWLY HIRED PERMANENT PERSONNEL
 3 COPIES EACH**

- _____ Duly Filled Out DTR
- _____ Certification to claim
- _____ Certified Photocopy of Appointment
- _____ Certificate of Assumption to Duty
- _____ Certified Photocopy of Oath of Office
- _____ Certified Photocopy of SALN
- _____ Photocopy of ATM Card (DBP)
- _____ BIR Form 1902
- _____ Special Order
- _____ Printed Updated Pag-IBIG MDF
- _____ GSIS Membership Application (c/o Marriect O. Bote/Edmarie C. Cho)
- _____ Photocopy of Philhealth ID (c/o Cristine Tobes)
- _____ Approved Leave, Travel order and Appearance, if applicable

Remarks : _____
 Checked By: _____
 Date : _____
 Time: _____



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**BASIC REQUIREMENTS FOR SALARY CLAIM OF TRANSFEREE
 (From IUs and other SDO) 3 copies each**

- _____ Duly Filled Out DTR
- _____ Certification to Claim Salary
- _____ Certified Photocopy of Appointment
- _____ Certificate of Assumption to Duty
- _____ Special Order
- _____ BIR Form 1902/2305
- _____ School/District/Div. Clearance and Cert. of Last Payment
- _____ Certificate of Closed Account, if transferred from other SDO
- _____ Photocopy of ATM Card/LOI
- _____ Contact/CP Number
- _____ Approved Leave, Travel order and Appearance, if applicable

Remarks : _____
 Checked By: _____
 Date : _____
 Time _____



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BASIC REQUIREMENTS FOR DIVISION PAYROLL INCLUSION

1 COPY ONLY

- _____ Authenticated Copy of Appointment
 - _____ Special Order
 - _____ Accomplished copy of LOI (after account opening)
 - _____ DBP ATM CARD (back to back)
 - _____ PAYROLL FOR INITIAL SALARY
 - _____ TIN CARD (back to back)
 - _____ BIR FORM 1902
 - _____ GSIS BP Number (print out)
 - _____ PHILHEALTH CARD (back to back)
 - _____ Printed Copt of PAG-IBIG MDF
 - _____ ASSUMPTION TO DUTY
 - _____ CONTACT NUMBER
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