



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Division Memorandum

No. 070, s. 2019

**UPDATED CHECKLIST FOR SALARY CLAIM OF NEWLY HIRED REGULAR
TEACHING/NON-TEACHING PERSONNEL, PAYROLL INCLUSION, SUBSTITUTE
TEACHERS AND UNPAID SALARIES AND BENEFITS DUE TO LEAVE OF ABSENCE**

To : Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Finance Section/Payroll & Services Unit
Administrative Assistant II & III in Districts/Schools
All Others Concerned

1. This Office informs on the updated documentary requirements for salary claim of Newly Hired Regular Teaching & Non-Teaching Personnel, Payroll Inclusion, Substitute Teachers and Unpaid Salaries & Benefits due to Leave of Absence.
2. Please be guided accordingly on the Updated Checklist for Salary Claims hereto attached, effective immediately.
3. For wide dissemination.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

4/25/19

6 1 2019



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REQUIREMENTS FOR SALARY CLAIM OF NEWLY HIRED REGULAR TEACHING/NON-TEACHING PERSONNEL

CHECKLIST: 2 COPIES each

- 1. Indorsement Letter from the PSDS
- 2. Form 48 (DTR)
- 3. Statement of Assets, Liabilities & Net Worth (SALN)
- 4. Approved 1902 or BIR 2305
- 5. DBP ATM ACCOUNT NUMBER with Certification signed by the Cashier
- 6. Philhealth Number
- 7. PAGIBIG Number

In case of TRANSFER: 2 COPIES EACH

- 8. Clearance from the Previous Office
- 9. Certification of Last Salary and Benefits Received to be verified by the Resident COA
- 10. Latest Payslip

REMARKS:

Certified Correct:

DISTRICT/SCHOOL IN-CHARGE

REQUIREMENTS FOR REGULAR PAYROLL INCLUSION

NAME _____

FIRST NAME MIDDLE NAME LAST NAME

School: _____ Station: _____ Employee No.: _____

1 COPY EACH

- 1. Indorsement Letter from the PSDS
- 2. Approved Appointment by the Civil Service
- 3. Approved Appointment of the Incumbent (Promoted) (And for those vacant positions due to natural vacancy)
- 4. Certification of First Day of Service/Assumption of Duty
- 5. Plantilla
- 6. Updated Service Record
- 7. Form 212 (Personal Data Sheet (PDS))
- 8. Approved BIR Form 1902/1905 (Please attach 1 photocopy Of Birth Certificate of Dependents; waiver if spouse is Locally Employed)
- 9. Date of Birth _____
- 10. Marital Status _____
- 11. Sex _____
- 12. Position _____
- 13. PAGIBIG Number _____
- 14. Philhealth Number _____
- 15. GSIS BP Number _____
- 16. TIN _____
- 17. Bank Account Number _____
- 18. Certificate of Availability of Funds

In case of transfer (from Govt. office)

- 19. Certificate of Last Payment (CLP)
- 20. Clearance from previous Office
- 21. Certificate of Last Salary Received to be verified by the Resident COA
- 22. Latest Payslip

FUNDS AVAILABLE
 MA. JENNIFER P. PIDDOS
 ACCOUNTANT III

ALLOTMENT AVAILABLE
 LYDIA O. CACAS
 BUDGET OFFICER III

***** All Photocopied documents MUST BE CERTIFIED*****

REMARKS:

Certified Correct:

DISTRICT/SCHOOL IN-CHARGE



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**SALARY CLAIMS OF UNPAID SALARIES AND BENEFITS
DUE TO LEAVE OF ABSENCE**

CHECKLIST: 2 COPIES

- 1. Indorsement letter from the PSDS
- 2. Letter Request
- 3. Form 7 Report or PVP Report
- 4. Form 48 (DTR)
- 5. S.O of Reinstatement (Leave)
- 6. Latest Payslip

REMARKS:

Certified Correct:

DISTRICT/SCHOOL IN-CHARGE

**REQUIREMENTS FOR SALARY CLAIMS OF SUBSTITUTE
TEACHERS**

CHECKLIST: 2 COPIES

- 1. Indorsement Letter from the PSDS
- 2. Form 48 (DTR)
- 3. Statement of Assets, Liabilities & Net worth (SALN)
- 4. DBP ATM Account number

REMARKS:

Certified Correct:

DISTRICT/SCHOOL IN-CHARGE

Tel. Nos. (035)225-7838 / 225-0867/422-7644 (Division Supr's Office); (035) 225-1622 (CID); (035) 225-1823 (Legal Section);
(035)225-8180 (SGOO); (035) 422-7643 (Cash Section); (035) 422-3511 (Planning Section); (035) 225-6987 (Record's Section);
(035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Accl. Budget Section); (035) 422-3821 (Supply Section)