



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

July 4, 2019

Division Memorandum  
No. 391, s. 2019

**ADDENDUM TO DIVISION MEMORANDUM NO. 370, S. 2019 ON 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. In addition to Division Memorandum No. 370, s. 2019, attached is the **Updated List of requirements for Subsequent Claims of Newly Hired Permanent and Substitute Teachers.**
2. Please be informed that the Cut-Off Date for the submission of Subsequent Claims will be **Every 1<sup>st</sup> FRIDAY OF THE FOLLOWING MONTH.**
3. For information, guidance and compliance of all concerned.

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

7/5/19

08 JUL 2019

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**SUBSEQUENT SALARY CLAIMS OF NEWLY HIRED PERMANENT  
AND SUBSTITUTE TEACHERS**

CHECKLIST: IN 2 COPIES

- 1. Indorsement from the PSDS
- 2. Form 7 Report
- 3. Form 48 (DTR)

REMARKS:

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Certified Correct:

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DISTRICT/SCHOOL IN-CHARGE