



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100


RELEASED

09 JUN 2016

**DIVISION MEMORANDUM**

No. 206 2016

To: The District Senior Bookkeepers  
Public Schools District Supervisors  
Elementary and Secondary School Heads and Teachers  
Elementary and Secondary Teachers  
All Those Concerned

From:  **NATIVIDAD P. BAYUBAY, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Subject: **FASTTRACKING THE RELEASE OF SALARIES AND OTHER BENEFITS**

Date: June 07, 2016

1. It's the primary concern of this office to release the salaries and other benefits to all Personnel on time.
2. Relative to this, all those concerned are hereby enjoined to submit promptly the required documents according to the type of claim to the District Senior Bookkeeper for immediate processing by the accounting office.
3. To facilitate the processing of salary claims and benefits, the District Senior Bookkeepers are directed to make sure that claimants are aware of the documents for submission and will assist them in the compliance of the required documents and to submit the same to the Division Accounting Office on or before the deadline set.
4. To ensure that maximum contact time with learners will not be sacrificed, instead of teachers submitting their documents, the school heads are to submit these documents promptly to the bookkeepers.
5. Since teachers are prohibited from coming to the Division Office during school days, the district senior bookkeepers are to follow up and track the processing of submitted documents at the accounting office and to inform the concerned teacher/s on the processing status of the claim.
6. All the District Senior Bookkeepers are to submit to this office their Monthly Accomplishment Report beginning this month on the status of submitted claim documents indicating the name of claimants, type of claim, date documents received by them and date submitted/carded for processing, including the processing status.
7. The Public Schools District Supervisors are to ensure compliance of this policy in their respective district.
8. Widest and immediate dissemination of this memorandum is desired.
9. For strict compliance.