



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100



RELEASED

24 JAN
 DATE

NAME / SIGNATURE

MEMORANDUM

**TO: Public Schools District Supervisors
 Secondary School Heads
 All Others Concerned**

FROM: The Office of the Schools Division Superintendent

SUBJECT: Distribution and Release of January 2018 Paychecks

DATE: January 23, 2018

In view of the delay in the processing of requirements for the change of servicing bank, the first salary for this year will be released through checks.

In connection with this, Public Schools District Supervisors and Secondary School Heads who are tasked to act as Special Disbursing Officers for the purpose above-stated are hereby ordered to strictly release the checks **only to the payees indicated therein.**

Failure to abide by this issuance is tantamount to insubordination and legal action may be taken against the violators.

Accordingly, anyone who has knowledge of any PSDS, School Head or any other DepEd personnel releasing or facilitating the release of the checks to any person or entity other than the payee is encouraged to report the same to this Office verbally, in writing, or through the contact numbers provided below.

Strict compliance is enjoined.

PEDRO MELCHOR M. NATIVIDAD, CSEE
 Schools Division Superintendent
 1/23/18

- Copy furnished:
- Filma B. Catalan, Ed. D. -OIC-ASDS
 - Virgilio P. Batan, Jr. CESE -OIC-ASDS
 - Helen E. Tangon -AO V (Administrative Services)
 - Arvie M. Ompoy, CPA -Accountant III
 - Elena A. Nieves - AO IV (Cash)
 - All concerned personnel