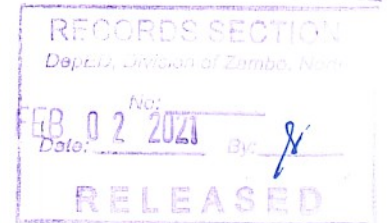




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

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DIVISION MEMORANDUM NO. 29 S. 2021

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY/SECONDARY)
ALL OTHERS CONCERNED
This Division**

**FROM: MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent**

**SUBJECT: SUBMISSION OF SALARY CLAIMS FOR EMPLOYEES UNDER
SUPPLEMENTAL PAYROLL ON OR BEFORE THE 5TH DAY OF THE
ENSUING MONTH**

DATE: JANUARY 28, 2021

1. To expedite payroll processing of newly- hired personnel (those not yet integrated to the regional payroll) and substitute teachers, all concerned are directed to submit the complete set of documents for salary claims and other emolument **on or before the 3rd day of the following month** to the District Bookkeepers (ADAS III or ADAS II) for consolidation.
2. Upon receipt, it is mandatory for District Bookkeepers to collate all the necessary documents for salary claims from the teachers and non-teaching personnel and ensure their completeness as per accounting and auditing rules before these documents are forwarded to the Payroll Unit of this SDO on or before the 5th day of the month to avoid delays in the processing of salaries (see attached Enclosure for checklist of requirements).
3. To ensure compliance with this issuance, School Heads and Teachers-In-Charge are mandated to identify newly-hired personnel, initially evaluate documents and monitor submission to District Bookkeepers. In case of delays and complaints, the concerned officials' attention will be called upon for explanation.
4. This memorandum serves as reminder to all concerned personnel to be true about the organization's mantra to do better each day with a sense of urgency. This is also to avoid delay in the release of salaries to personnel who are entitled to receive them on time.
5. Immediate dissemination of this memorandum is required.

PERSONNELles/Salary Claim Submission/DM2021-001/01-28-2021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



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"Be and Do Much Better Each Day
with a
Sense of Urgency"

CHECKLIST FOR SUB SALARY CLAIM

- Letter Request
- Indorsement
- Form 7
- DTR
- Panunumpa (Oath of Office)
- Assignment Order
- Police/NBI Clearance
- Approved Appointment
- Land Bank Account Number
- GSIS,MID & PhilHealth Number

CHECKLIST FOR FIRST SALARY CLAIM

- Letter Request
- Indorsement
- First Day of Service (Certification)
- Form 7
- DTR
- Accomplishment Report
- Logbook/ Biometric
- Panunumpa (Oath of Office)
- SALN
- Police/NBI Clearance
- Approved Appointment
- Land Bank Account Number
- GSIS,MID & PhilHealth Number

CHECKLIST FOR DOB. MATERNITY PAY

- Letter Request
- Indorsement
- Form 6
- S.O. Maternity Leave of Absence
- S.O. Return of Duty/Reinstatement
- Birth Certificate of the Child
- PVP Computation
- Approved Appointment
- Land Bank Account Number
- GSIS BP Number

CHECKLIST FOR SECOND SALARY CLAIM

- Letter Request
- Indorsement
- Form 7
- DTR
- Accomplishment Report
- Logbook/ Biometric
- Land Bank Account Number
- GSIS,MID & PhilHealth Number

CHECKLIST FOR STEP DIFFERENTIAL

- Letter Request
- Indorsement
- Approved NOSI
- Approved NOSA
- Service Record
- Approved Appointment
- Approved Form 7
- Payslip (Before and Upon Integration)
- GSIS BP No.
- LandBank Account No.

CHECKLIST FOR PROMOTION DIFFERENTIAL

- Letter Request
- Indorsement
- Latest Approved Appointment
- Approved NOSA
- Service Record
- Approved Form 7
- Payslip (Before and Upon Integration)
- GSIS BP No.
- LandBank Account No.

Note: Kindly arrange the documetns submitted base on the given checklist.