

TRACKING #:

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DATE:

SEP 16 2020



Republic of the Philippines
Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: **September 16, 2020**

Division MEMORANDUM

No. 328, s. 2020

FIRST SALARY CLAIM FOR NEWLY-HIRED PERSONNEL, SUBSTITUTE TEACHERS and for RPSU INCLUSION

TO: Public Schools District Supervisors/District In-charges'
Administrative Officer-Administrative Unit
Administrative Officer IV-Personnel
District Administrative Officers & Administrative Assistants
All Newly-Hired Teaching and Non-Teaching Personnel
(Elementary, Junior High and Senior High)

1. To expedite the timely payment of newly-hired personnel and in compliance with Government Auditing Code of the Philippines (PD No. 1445 Section 4(6)), they are directed to submit the documents of their first salary claims not later than 30 days from the receipt of the Appointment. Moreover, the appointment is not necessarily the one validated by Civil Service Commission.
2. Elementary (RPSU) and Senior High (DPSU) claimants should submit their documents to the District Office and Junior-High (Non-lus) to their respective school.
3. The following are the required attachments for first salary claim and be submitted in 2 copies and in this order;

	Elementary, Junior High & Secondary	Substitute Teacher	RPSU Inclusion
1	Payroll	Payroll	Appointment
2	Approved DTR	Approved DTR	BIR Form 1902/2305
3	Appointment	Accomplishment report per day	Last Voucher/Paid Payroll by the School Division or Certification of last payment certified by the Division Accountant
4	Assumption to Duty	Appointment	Duly signed Personal Services Itemization and Plantilla of Personnel (PSIPOP)



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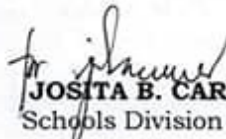
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5	Advice Order	Assumption to Duty	Previous Appointments, if any, prove continuous service payment and bonuses and computation or payment of proportional vacation pay (PVP)
6	Oath of Office	Advice Order	Philheath MDR
7	SALN	Form 6	DBP Account Number (Photocopy of Deposit Slip)
8	BIR Form 1902/2305	Division Special Order	
9	GSIS BP NO.	Medical Certificate (vice teacher)	
10	PHIC (MDR)	Sworn Declaration	
11	PAG-IBIG (MDF)	BIR Form 1901	
12	TIN # (ID photocopy)	Land Bank ATM Card (Photocopy)	
13	Land Bank ATM Card (Photocopy)		

3. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: PD No. 1445

To be indicated in the Perpetual Index
under the following subjects: Salary, Claims, RPSU Inclusion

MAT//DM-MEMO FIRST SALARY CLAIM FOR NEWLY-HIRED PERSONNEL,
SUBSTITUTE TEACHERS and for RPSU INCLUSION

326 /SEPTEMBER 16, 2020



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