



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



DIVISION MEMORANDUM

No. 329 Series of 2015

September 9, 2015

2015-09-17 2
DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: _____ Time: 4:37

By: [Signature]

**TO : Chief Education Supervisors and Staff, SGOD and CID
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned**

[Signature]
FROM : EDILBERTO L. OPLENARIA, CESO VI
S/OIC-Schools Division Superintendent *[Signature]*

RE : Improving Office Systems and Procedures on Personnel Services

Consistent to enhancing the systems and procedures of the Personnel Services, this Office hereby directs adherence on the following:

1. Preparation of the **Monthly Payroll Worksheet on Report of Service (Form 7)**
 - 1.1. The preparation of the Monthly Payroll Worksheet on Report of Service (Form 7) is still tasked to the Public Schools District Supervisor considering the following:
 - a. The Monthly Payroll Worksheet on Report of Service (Form 7) is a pre-formatted form provided by the DepEd Regional Office certified correct by PSDS and approved by the Schools Division Superintendent.
 - b. Secondary Schools' Monthly Payroll Worksheet on Report of Service (Form 7) shall still be prepared separately by school, certified correct by the School Head and must be properly endorsed by the District Supervisor to the Schools Division Office for approval of the Schools Division Superintendent.
 - c. The Division Office is given only five (5) days of the succeeding month to submit the Form 7 to the Regional Office; hence, the preparation of Form 7 at the district level speeds up the processing of payroll and payment of salaries of all employees.
 - 1.2. To reconcile records of the District Office with that of the Division Office as to absences, the Personnel Unit shall prepare and furnish the PSDS copy of the Summary of Absences every first working day of the following month starting October 2015 and the succeeding months thereafter.



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- 1.3. The Summary of Absences shall be prepared by the Personnel In-Charge on Leave Administration and certified correct by the Administrative Officer IV (Personnel).
 - 1.4. To avoid delay in processing, all entries in the Form 7 shall be accurately and completely filled-up by the Districts before forwarding to the Schools Division Office.
 - 1.5. Submission of Form 7 to the Division Office is on or before the third day of the month.
 - 1.6. The Districts shall submit the Form 7 with an attached one (1) copy of the Daily Time Record (DTR) of all field employees duly signed by the immediate head as an auditing requirement and for future reference.
2. Application for Maternity Leave
- 2.1. The CS Form 41 (Medical Certificate) shall be submitted in three (3) copies, one (1) original and two (2) photocopies. If the medical certificate is issued by a private physician, the concerned employee shall have to secure CS Form 41 from a government physician. Hence, she shall present the medical certificate issued by the private physician to the government physician for the issuance of the Form 41.
 - 2.2. The submission of application for maternity leave is one month before the effectivity date with attached letter request for substitute teacher to give ample time for the processing of the maternity leave and the substitution.
 - 2.3. To avoid delay in the processing, the application for maternity leave shall be supported with complete requirements and accurate entries, such as:
 - Indorsement of the PSDS
 - Indorsement of the School Head
 - Letter (Notice of Absence)
 - Form 6 (at least in triplicate copies)
 - Medical Certificate-CS Form 41 in triplicate copies (1 original copy & 2 photocopies)
 - Teacher's Clearance
3. Authority to Travel Abroad
- 3.1. Application for Authority to Travel Abroad must be submitted two (2) months before effectivity to give time for the Regional Office to take action.
 - 3.2. To avoid delay in the processing, the application for Authority to Travel Abroad shall be supported with the following complete requirements:
 - Indorsement of the PSDS
 - Indorsement of the School Head
 - Letter (Notice of Absence)
 - Form 6 (at least in triplicate copies)
 - Teacher's Clearance
 - Division Clearance



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- 3.3. The processing of request for Authority to Travel Abroad is an office to office transaction for accountability purposes. Hence, no teacher shall be allowed to follow up and retrieve his/her Authority to Travel Abroad personally at the Regional Office as it is the responsibility of the office employees to facilitate the transaction until approved by the Regional Office. As a matter of process, the concerned employee is advised to wait for the approved Authority to Travel Abroad before securing his/her plane ticket.
4. Leave of Absence of School Head and District Supervisor
 - 4.1. Any School Head who will go on leave shall attach in his application for leave the Memorandum of the Officer-In-Charge issued by the District Supervisor.
 - 4.2. In case the District Supervisor will go on leave, a memorandum of the Officer-In-Charge who will assume responsibility of the district shall be prepared together with the application for leave which shall be signed by the Schools Division Superintendent.
5. All official communications and documents (elementary and secondary) for submission to the Schools Division Office must be properly endorsed by the District Supervisor.
6. For information, guidance, and compliance.

Copy furnished:

Records Unit
Personnel Unit
AO File

TO BE POSTED IN THE WEBSITE