



DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Corner Don Carlos-Guingona St., City of Malaybalay



July 25, 2013

DIVISION MEMORANDUM  
No. 187, s. 2013

251  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

To: Public Schools District Supervisors  
Elementary and Secondary Public School Administrators  
All concerned

Date: 7/25/13 Time: 1:31 PM  
By: A. Ople

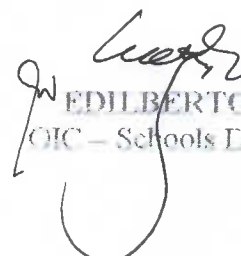
SUBJECT: **FIRST SALARY CLAIM FOR NEWLY HIRED TEACHERS FOR CY 2013**

In order to facilitate payment for the salaries of the newly hired Teacher I for CY 2013, teachers are required to submit the following:

- A. First Salary Claim – June, 2013 salary (in 2 folders with 3 copies each & all photocopies must be authenticated by the Administrative Officer)
  1. Letter request
  2. Report of First Day of Service (attach 1 original copy)
  3. Form 7/Monthly Payroll Worksheet & Report of Service (all copies should be original)
  4. Form 48/Daily Time Record (DTR) (all copies should be original)
  5. Statement of Assets, Liabilities and Networth (attach 1 original copy)
  6. Oath of Service (attach 1 original copy)
  7. BIR Form 1902 (attach 1 original copy)
  8. DBP ATM Account Number
  9. Philhealth/MDR
  10. GSIS Member's Information Sheet with photo
  
- B. Salary claim for the succeeding months if not yet integrated in the regional payroll: (in 3 original copies)
  1. Letter request
  2. Form 7/Monthly Payroll Worksheet & Report of Service
  3. Form 48/Daily Time Record (DTR)

To avoid disruption of classes, documents needed for the payment of the 1<sup>st</sup> salary for June, 2013 must be submitted through proper channels. District Offices shall be responsible for the submission of all salary claims in the Division Office on or before July 29, 2013, Monday.

For widest dissemination to all concerned.

  
EDILBERTO L. OPLENARIA  
OIC – Schools Division Superintendent