



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City

DM- 2018-12-582

DepED-MALAYBALAY CITY
RELEASED

DIVISION MEMORANDUM
No. 582, s. 2018

DATE DEC 14 2018
BY: _____

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TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
All Section/Unit Heads
This Division

FROM: **REBONEAMIL R. BAGUIO**
Schools Division Superintendent

DATE: December 13, 2018

**RE: SUBMISSION OF SALARY CLAIM OF TEACHERS WHO ARE NOT
YET INTEGRATED IN THE REGIONAL PAYROLL**

1. This is to inform the field that Teachers who are *NOT YET INTEGRATED* in the Regional Payroll shall submit their salary claims on December 16, 2018. For December 1-15, 2018 salary claims, must be with duly accomplished Daily Time Record (DTR) with a Time in and out on December 15, 2018 (Saturday) as their last day of service for this year. Thus, it must be submitted to the Division Office, Casisang, Malaybalay City on December 16, 2018 (Sunday).
2. In the exigency of the service, the Division of Malaybalay City salary claim in-charge shall report to Office on December 16, 2018 to receive the above mentioned salary claims in order to fast track the processing of payments before the Accounting closes its book for 2018.
3. Queries relative to this can be relayed to Alve Ann B. Bendijo at 0915-509-0027.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

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