OTHER SERVICES

- REQUEST FOR SERVICE RECORD
  Requirements: (All in 1 copy)
  a. Letter of Intent with School Head’s contact number
  b. Photocopy of latest Pay slip
  c. Photocopy of Appointment (for newly hired / promotion)

- REQUEST FOR SERVICE CREDIT
  Requirements: (all in 2 copies each)
  a. Letter Request
  b. DTR (Original)
  c. Memorandum Order (stating the grant of service credit)
  d. Accomplishment report
  e. Designation Order for Property Custodians only
  f. Original copy of COMELEC Certification (for Election service Credits)
  * Endorsement must be through the focal person or proposer of the said activity for validation and endorsement

- REQUEST FOR CHANGE OF STATUS / CORRECTION OF NAME
  Requirements: (all in 2 copies except for letter a)
  a. Letter of Intent
  b. Marriage Contract (PSA) - authenticated (if change of status)
  c. Birth Certificate (PSA) - authenticated (if correction of name)

RETIREMENT

Requirements: (All in 2 copies except for letter b)

a. Letter of Intent
b. GSIS Application Form (5 copies)
c. Teacher’s Clearance
d. Division Clearance
e. BIR Clearance
f. LGU Clearance (for Administrators only)
g. Service Record
h. SALN
i. NOSA
j. Declaration of Pendency/Non-Pendency of case
k. Clearance as to Money / Property Accountability

REQUEST FOR SERVICE CREDIT

- TEACHER II and III
  Requirements: (all in 2 copies except letters a and i)
  a) Accomplished ERF – 5 original copies duly signed by School Head
  b. Duly accomplished Form 212 w/ picture and Thumb Mark
  c. Updated Service Record
  d. Performance Ratings for 2 latest consecutive rating periods
  e. Transcript of Records with Board Resolution Number - Undergraduate TOR - Post Graduate (MA)
  f. Latest Appointment
  g. Renewed PRC License
  h. Latest Pay slip
  i. Affidavit of Merit signed by AO – for those who graduated in private Schools
  j. Certificate of Recognition (1 copy each)

FOR TEACHER II Qualifications (BSE + 20)

1. At least one year of relevant experience
2. Bachelor’s Degree for teacher + 20 graduate units or 20 years length of service;
   a. BSE + 20 MA units
   b. BSE + 20 years
   c. BSE + 18 MA units + 6 years

FOR TEACHER III Qualifications (MA Equivalent)

1. At least two (2) years relevant experience
2. Master’s degree in education / 42 MA units = MA degree or MA equivalent
   a. BSE + 20 MA units
   b. BSE + 42 MA units
   c. BSE + 42 MA units
   d. BSE + 42 MA units + 20 years

PROVIDENT LOAN

Requirements: (All in 2 copies)

a. Application Letter
b. Provident Loan Form
c. Latest Pay slip
d. Copy of Co-maker Pay slip
e. Supporting documents on the purpose of the loan

advised to request for Certificate of Last Payment after issuance of Special Order by the Division Office and Certificate of Last Day of Service duly signed by School Head

EQUIVALENT RECORD FORM (ERF)

For Teacher II and III

- RECORD FOR SERVICE CREDIT

Requirements: (in 2 copies)

a. Application Letter
b. Provident Loan Form
c. Latest Pay slip
d. Copy of Co-maker Pay slip
e. Supporting documents on the purpose of the loan

PERSONNEL UNIT STAFF

Villarmerosa, Guia Ma. G. – Administrative Officer IV
Garcia, Ariel D. – Administrative Assistant III
Pelayo, Cherry C. – Administrative Assistant III
Gallenero, Celjane A. – Administrative Aide
Nabor, Almira G. – Administrative Aide

First Salary Claim
Succeeding Salary Claim
Salary Integration
Salary Differential
Salary Adjustment (Promotion)
Salary Adjustment (Stoppage /Deduction)
Provident Loan
Request for Certificate of Employment and Compensation
Double Pay Claim - Due to Maternity Leave

Brigole, Ruel T. – Administrative Assistant III

Form 6 (all types of Leave of Absence)
Monetization of Leave Credits
Reinstatement to Duty
Request for Change of Status
Certificate of Last Payment
Transfer / Resignation / Retirement
Terminal Leave Claim

Lincasar, Bonna B. – Administrative Assistant III
Don, Evelyn Joy V. – Administrative Assistant II
Petanico, Donna Claire P. – Administrative Aide

Recruitment, Selection and Placement
IGHRS Updating
Filled / Unfilled Positions Updating

Oplemario, Cyndilbert G. – Administrative Aide

Service Credit Claims
Request for Service Record

Bandong, April Mae H. – Administrative Assistant III

NOSI, NOSA, Philhealth, GSIS, DBM PSIPOP, CPIS

Amoy, Richard D. – Administrative Aide

Equivalent Record Form (ERF)

Desalan, Jocardo B. – Administrative Aide V

Updating of 201 Files, Checking of SALN and PDS, Filing In-Charge

Republic of the Philippines
Department of Education
Region X: Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, Malaybalay City
Website: depedmalaybalay.net
Tel No. 088-314-0094
Cell No. 0917-300-2765

PERSONNEL UNIT SERVICES

1.) All photocopied documents must be authenticated by the AO-Records
2.) Form 6 must be duly signed by the authorized signatories (refer to Division Memo No. 397, s.2018)
3.) All documents submitted must be endorsed by the School Head

First Salary Claim
Succeeding Salary Claim
Salary Integration
Salary Differential
Salary Adjustment (Promotion)
Salary Adjustment (Stoppage /Deduction)
Provident Loan
Request for Certificate of Employment and Compensation
Double Pay Claim - Due to Maternity Leave

Brigole, Ruel T. – Administrative Assistant III

Form 6 (all types of Leave of Absence)
Monetization of Leave Credits
Reinstatement to Duty
Request for Change of Status
Certificate of Last Payment
Transfer / Resignation / Retirement
Terminal Leave Claim

Lincasar, Bonna B. – Administrative Assistant III
Don, Evelyn Joy V. – Administrative Assistant II
Petanico, Donna Claire P. – Administrative Aide

Recruitment, Selection and Placement
IGHRS Updating
Filled / Unfilled Positions Updating

Oplemario, Cyndilbert G. – Administrative Aide

Service Credit Claims
Request for Service Record

Bandong, April Mae H. – Administrative Assistant III

NOSI, NOSA, Philhealth, GSIS, DBM PSIPOP, CPIS

Amoy, Richard D. – Administrative Aide

Equivalent Record Form (ERF)

Desalan, Jocardo B. – Administrative Aide V

Updating of 201 Files, Checking of SALN and PDS, Filing In-Charge

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PERSONNEL UNIT SERVICES

1.) All photocopied documents must be authenticated by the AO-Records
2.) Form 6 must be duly signed by the authorized signatories (refer to Division Memo No. 397, s.2018)
3.) All documents submitted must be endorsed by the School Head
PAYROLL SERVICES

• FIRST SALARY CLAIM
Requirements: (All in 2 copies each)
  a. Request letter with School Head’s contact number
  b. Appointment
  c. Advice Order
  d. Certificate of Assumption to Duty (must be original)
  e. Duly signed Form 48 / Daily Time Record (DTR)
  - all copies should be original
  f. Statement of Assets and Liabilities (SALN)
  g. Oath of Office
  h. BIR Form 1902 / 1905 (duly stamped by BIR)
  i. DBP ATM / Deposit slip (Photocopy)
  j. PAG-IBig No.
  k. Phil health Member Data Record (MDR)
  l. GSIS Member’s Information Sheet
  m. Additional Requirements for TRANSFEREEs (From one government office to another)
  - Clearance form money, property and legal accountabilities from the previous office
  - Certificate of Last Payment
  - Official Receipt (if there’s an overpayment)
  - BIR Form 2316
  - GSIS Bf No.
  - Certificate of Leave balances
  - Service Record

• SUCCEEDING SALARY CLAIM
Requirements: (All in 2 original copies)
  a. Letter request with School Head’s contact number
  b. Duly signed Form 48 / Daily Time Record (DTR)

• SALARY INTEGRATION
Requirements: (All in 2 copies each)
  a. Letter request with School Head’s contact number
  b. Attested / Unattested Appointment (photocopy)
  c. Certificate of Assumption to Duty
  d. BIR Form 1902 / 1905 (duly stamped by BIR)
  e. DBP ATM / Deposit slip (Photocopy)
  f. PAG-IBig No.
  g. Phil health Member Data Record (MDR)
  h. GSIS Member’s Information Sheet
  i. Certificate of Last Payment (for Transferees)

• SALARY DIFFERENTIAL
Requirements: (All in 2 copies each)
  a. Letter request with School Head’s contact number
  b. Notice of Step Increment (NOSI) – for Step Increment
  c. Notice of Salary Adjustment (NOSA) – for Promotion
  d. Pay slip of Last Unadjusted Salary
  e. Pay slip of First Adjusted Salary
  f. Updated Service Record (for claims on prior years)

• SALARY ADJUSTMENT (PROMOTION)
Requirements: (1 copy each)
  a. Letter Request with School Head’s contact number
  b. Adjustment form C (downloadable from website)
  c. Photocopy of Attested Appointment
  d. Photocopy of Latest Pay slip

• SALARY ADJUSTMENT STOPPAGE/DEDUCTION
Requirements: (1 copy each)
  a. Letter Request with School Head’s contact number
  b. Adjustment Form - Stoppage / Deduction (all original / downloadable from website)
  c. Loan Details which shows monthly amortization
  d. Late Pay slip
  e. Effective date of Retirement, Resignation and Transfer

• CERTIFICATE OF LAST PAYMENT
Requirements: (1 copy each)
  a. Letter Request with personal contact number
  b. Duly signed Form 7 & DTR last month of service
  c. Latest Pay slip
  d. Effective date of Retirement, Resignation and Transfer

• REQUEST FOR CERTIFICATE OF EMPLOYMENT AND COMPENSATION
Requirements:
  a. Letter of Intent – 1 copy

BENEFIT CLAIMS

• DOUBLE PAY CLAIM – DUE TO MATERNITY LEAVE
Requirements: (All in 2 copies)
  a. Letter request with School Head’s contact number
  b. Special Order for Maternity Leave of Absence
  c. Special Order for Reinstatement of Duty
  d. Form 6
  e. Medical Certificate
  f. Birth Certificate of Newborn
  g. Latest Pay slip
  h. Teachers Clearance

• TERMINAL LEAVE CLAIM
Requirements: (all in one (1) copy except for letter b)
  a. Letter of Intent with personal contact number
  b. Form 6 – 2 copies
  c. Employees Leave Card - Original
  d. Updated Service Record (R.A. 4670)
  e. NOSA effecting (R.A. 4670)
  f. GSIS adjudication – Voucher / Clearance
  g. GSIS Retirement Gratuity – Voucher / Clearance
  h. Division Clearance
  i. Clearance as to Money / Property Accountability
  j. Clearance as to Provident Fund
  k. Last Day of Service
  l. SALN

• MONETIZATION OF LEAVE CREDITS
Requirements: (all in five (5) copies each)
  a. Letter of Intent with School Head’s contact number
  b. Form 6
  c. Copy of NOSI / NOSA / Appointment whichever is latest
  d. Supporting documents:
    - Medical Bill or Statement of account etc...

• SERVICE CREDIT CLAIM
Requirements: (All in 1 copy to be submitted to the focal person of the said activity)
  a. Letter of Intent / Request
  b. Duly signed Daily Time Record (DTR)
  c. Memorandum Order (stating the grant of Service Credits for the particular activity)
  d. Accomplishment Report (as needed)
  e. Designation Order (for Property Custodian only)
  f. Original Copy of COMELEC Certification (for Election Service Credits)

FORM 6 – APPLICATION FOR LEAVE OF ABSENCE

• VACATION / PERSONAL LEAVE
Requirements: (all in one (1) copy except for letter b)
  a. Form 6 – 2 copies

Additional Requirements:
  a. More than 30 days
  b. Teachers Clearance
  c. Division Clearance
  d. Certificate of No Pending Case for Leave of Absence
  e. Copy of Certificate of Case

• SICK LEAVE
Requirements: (All in one (1) copy except for letter b)
  a. Form 6 – 2 copies

Additional Requirements:
  a. More than 5 days sick leave
  b. Medical Certificate
  c. Division Clearance
  d. Certificate of No Pending Case

If purpose is seeking authority to travel abroad requirements must be submitted 4 months before effectiveness date

• MATERNITY LEAVE
Requirements: (all in 1 copy except letter a)
  a. Form 6 – 2 copies

Additional Requirements:
  a. Letter of Intent with School Head’s contact number
  b. Division Clearance
  c. Medical Certificate
  d. Certificate of No Pending Case

• PATERNITY LEAVE
Requirements: (All in 1 copy except letters a and b)
  a. Form 6 – 2 copies
  b. Medical Certificate of wife – 2 copies
  c. Marriage Certificate
  d. Birth Certificate of the Child

• SOLO PARENT LEAVE
Requirements: (all in 1 copy except letter a)
  a. Letter of Intent stating that the applied leave of absence is for the child and indicate School Head’s contact number
  b. Form 6 – 2 copies
  c. Photocopy of Solo Parent ID (Unexpired)

• MAGNA CARTA FOR WOMEN – RA 9710 LEAVE
Requirements: (all in one (1) copy)
  a. Comply the required documents on “Sick Leave” from a to f
  b. Additional for Medical Certificate:
    - Clinical summary reflecting the gynecological disorder
    - Histopathological report
    - Operative technique used for the surgery
  c. Divorce of the surgery including the pre-operative period
  d. Employee’s period of recuperation
  e. Prior to return date please comply the required documents for “Reinstatement to Duty”

• VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC) LEAVE
Requirements: (all in 2 copies each)
  a. Letter of Intent
  b. Form 6 – 2 copies
  c. Updated Barangay Protection Order (BPO) / Temporary / Permanent Protection Order (TPO / PPO)
  d. REINSTATEMENT TO DUTY
Requirements: (all in 1 copy each)
  a. Letter of Intent
  b. Copy of Special Order
  c. Original Medical Certificate stating “fit to work”
  d. Birth Certificate of the Newborn - for Maternity Leave

1.) All photocopied documents must be authenticated by the AO-Records
2.) Form 6 must be duly signed by the authorized signatories (refer to Division Memo No. 397, s.2018)
3.) All documents submitted must be endorsed by the School Head