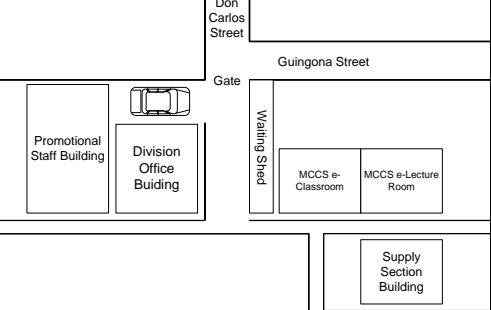
	<b>Processing of Unpaid Regular and Differential Salaries and Other Personnel Benefits</b>		
	Department	Department of Education	
	Division	Division of Malaybalay City	
	Department Head	Edilberto L. Oplenaria	
	Contact No's	(088) 813-2894 / 221-4597	
<b>SERVICE DESCRIPTION</b>			<b>Location:</b> <b>Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City</b>
This transaction includes the processing of all unclaimed regular salaries and differentials and other personnel benefits of all teaching and non-teaching employees during the period covered.			

<b>CLIENT GROUP</b>	Division Teaching and Non-teaching Personnel
<b>SERVICE SCHEDULE</b>	1st, 2nd and 4th week Monday – Friday (8:00AM – 12:00 NN and 1:00PM – 5:00PM)
<b>TOTAL PROCESSING TIME</b>	1 hour and 35 minutes (under normal circumstances)
<b>TOTAL FEES</b>	None
<b>REQUIREMENTS</b> Previous year's claim (in 3 copies) Current year's claim (in 3 copies)	Unpaid Salaries: - Letter Request - Form 7/Monthly Payroll Worksheet and Report of Service (for the applicable month) - Form 48/Daily Time Record (DTR) (for the applicable month) Salary Differential due to Promotion/Step Increment: Letter Request Notice of Salary Adjustment (NOSA) } whichever is applicable Notice of Step Increment (NOSI) } Last Unadjusted Salary Payslip First Adjusted Salary Payslip

**PROCESS FOR AVAILING THE SERVICE**

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits required supporting documents	Verifies correctness and completeness of supporting documents	20 mins.	Administrative Assistant III	None	None
2		Prepares Payroll and submits to the ASDS and SDS for signature	20 mins.	Administrative Assistant III	None	None
3		Receives approved payroll from SDS and forwards to the Cashiering Section for the preparation of Prooflist	5 mins.	Administrative Assistant II (Cashiering Section)	None	None
4		Signs the payroll for review and approval		(SDS & ASDS Office)		
5		Prepares Obligation Request (ObR) and Disbursement Vouchers (DV)	20 mins.	Administrative Assistant III	None	None
6		Assigns control number to DV and ObR	5 mins.	Administrative Aide IV	None	None
7		Certifies availability of allotment and obligates for the purpose indicated	10 mins.	Budget Officer-Designate	None	None
8		Certifies availability of cash and completeness of supporting documents	10 mins.	Accountant II	None	None
9		Forwards Disbursement Voucher (DV) and supporting documents to the Schools Division Superintendent for Approval	5 mins.	Administrative Aide IV	None	None

*(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)*