



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



October 13, 2014

DIVISION MEMORANDUM

No. 293 s. 2014

203
DepEd-MALAYBALAY CITY DIVISION
RELEASED

To: All Teaching and Non-Teaching Personnel
This Division

Date: 10/15/14 Time: 8:00 AM
Edilberto

**SUBJECT: SUBMISSION OF CLAIMS FOR UNPAID SALARY DIFFERENTIAL
DUE TO STEP INCREMENT AND PROMOTION**

Allotment authorized for Personnel Services is valid only for a year. However, it has been observed that most of the claims received for unpaid salary differential due to step increment and promotion pertain to prior years. To ensure that only valid and legal accounts payable are considered for payment, claims must be submitted on the year in which they are due (e.g. salary claims for services rendered in 2014 must be submitted for obligation in 2014).


In line with this, all teaching and no-teaching personnel with unpaid salary differential are hereby directed to submit the following documents in 2 copies:

1. Letter Request
2. Notice of Step Increment (NOSI) or Notice of Salary Adjustment (NOSA), whichever is applicable
3. Last unadjusted payslip
4. First adjusted payslip
5. Service Record, in case of claims due to multiple step increments/promotion e.g. Teacher 1 Step 1 to Teacher 1 Step 6

These documents must be submitted thru proper channels, Attention: Rhysa Cyle C. Rosalejos, Accountant II on or before October 17, 2014. If not submitted, claims cannot be obligated and processed for payment.

Furthermore, please be informed that the processing of unpaid salary differential shall be done *after* the payment of salaries and other personnel benefits.

For your information and compliance.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent