



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos-Guingona St., City of Malaybalay

Memorandum to: Public Schools District Supervisors
Elementary School Principals and School Heads
This Division

From: *for:* *Edilberto L. Oplenaria*
EDILBERTO L. OPLENARIA
Schools Division Superintendent

34)
MALAYBALAY CITY DIVISION
RELEASED
Date: 11/20/14 Time: 3:56 PM
for Atabelliz

Date: November 20, 2014

RE: Claims for Personnel Benefits

All newly hired teachers and transferees from other Divisions are hereby advised to submit 2 folders with three (3) copies of each document needed in processing your personnel benefits such as salaries and other claims upon release of your Civil Service Commission (CSC) attested appointment, to wit:

1. Letter request
2. CSC attested Appointment (photocopy)
3. Form 7 (payroll) October & November 2014 (all original Copy)
4. DTR all (original Copy) October & November 2014
5. Oath of Office
6. Statement of Assets Liabilities & Net worth (SALN)
7. First Day in Service (FDS) (attach 1 original copy)
8. BIR form 2305 or 1902 or 1700
9. Philhealth Card/MDR (photocopy)
10. GSIS-BP Number
11. DBP-ATM number
12. Certificate of last Payment (CLP) for transferred in from other Division

For your guidance.