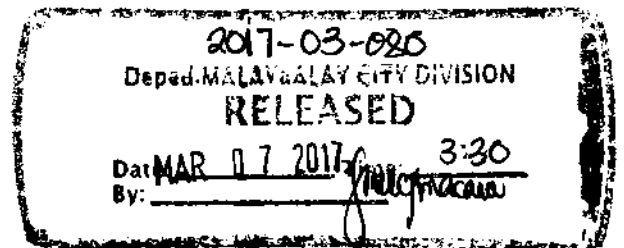




Division Order  
No. 121, s. 2017

To: Chief Education Supervisors and Staff CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Section/Unit Heads and Staff  
All Others Concerned

From:   
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent



Date: March 7, 2017

Re: **Internal Policies on the Processing of Salary Claims for Employees Not Yet Integrated in the Regional Payroll**

1. Effective immediately, this Office hereby directs the observance of the internal policies on the processing of salary claims for employees not yet integrated in the regional payroll.
2. The following are the objectives of this internal policy:
  - 2.1 To expedite processing of salary claims;
  - 2.2 To avoid issuance of "return without action endorsement" or "return to sender slip" due to lack of supporting documents or wrong form used; and,
  - 2.3 To avoid loss of returned documents.
3. Documentary Requirements:
  - 3.1 The checklist of documentary requirements for salary claims can be downloaded in the Division website ([depedmalaybalay.net](http://depedmalaybalay.net));
  - 3.2 Checklist must be attached in every request by the concerned employee before submission to their respective school head;
  - 3.3 For uniformity, use the Payroll Worksheet (Form 7) downloadable in the Division website;
  - 3.4 With the support of the School Heads, the completeness of the required documents shall be checked first before endorsing the same to the District Office.
  - 3.5 In the absence of the School Head or Public Schools District Supervisor, the designated Officer In-charge may sign necessary documents and endorse the same on behalf of the said officials.
4. The following timeline must be observed:
  - 4.1 The employee/claimant shall submit the required documents for salary claim to the School Head on or before the 3<sup>rd</sup> day of the month;
  - 4.2 The School Head shall endorse the salary claim to the District Office on or before the 5<sup>th</sup> day of the month;
  - 4.3 The District Office shall endorse the salary claim to the Division Office on or before the 7<sup>th</sup> day of the month.



5. Cut-off date for the processing of salary claim is every 7<sup>th</sup> day of the month. Salary claim with complete documents submitted beyond the cut-off date shall be processed on the succeeding month.
  
6. Immediate dissemination of and strict compliance with this Order is directed.

Copy furnished:

Records Section

Personnel Section

TO BE POSTED IN THE WEBSITE