




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway Casisang, Malaybalay City  
Website: [depedmalaybalay.net](http://depedmalaybalay.net)

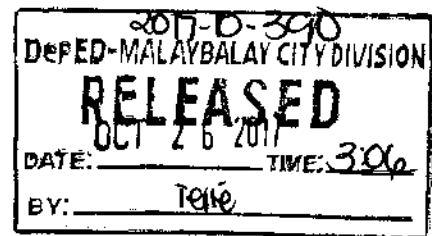


Division Order  
No. 008, s. 2017

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

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

Date: October 26, 2017



Re: **Amendment to the Division Order No. 121, s. 2017 Re: Internal Policies on the Processing of Salary Claims for Employees Not Yet Integrated in the Regional Payroll**

1. Relative to the Division Order 121, s. 2017 **Re: Internal Policies on the Processing of Salary Claims for Employees Not Yet Integrated in the Regional Payroll**, this Office hereby informs the field on the change of deadline of submission of salary claims from 7<sup>th</sup> day of the succeeding month to the **3<sup>rd</sup> day** of the succeeding month.
2. Furthermore, this Office restate that the salary claims with complete and accurate documents that were submitted to this office **on or before** the 3<sup>rd</sup> day of the month, will be processed on the current month. Otherwise, salary claims with complete and accurate that were submitted to this office **after** the 3<sup>rd</sup> day of the month, will be processed on the following month.
3. The main objective of this policy is to expedite processing of salary claims.
4. All other provisions in this policy shall observably remain.
5. This Order will take effect on November 3, 2017.
6. Immediate dissemination of and strict compliance with this Order is directed.

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Personnel Section

**TO BE POSTED ON THE WEBSITE**