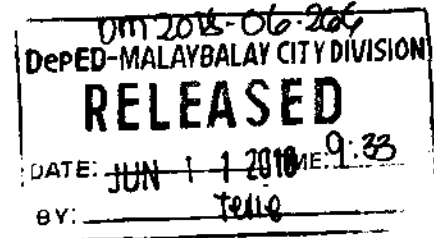




DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Sayre Hi-way, Casisang., Malaybalay City  
Website: <http://depedmalaybalay.net>



**DIVISION MEMORANDUM**  
No. 266 s. 2018



**TO :** Chief Education Supervisors and Staff, CID and SGOD  
School Heads (Elementary and Secondary)  
Section/Unit Heads and Staff  
All Others Concerned

**FROM:**  **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**Date:** June 08, 2018

**Re :** **CLEAN-UP OF SALARY DEDUCTIONS**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memo No. 301, s. 2018 re: **Clean-Up of Salary Deductions.**
2. It is reiterated that individual employees shall report invalid and illegitimate salary deductions using the prescribed format attached herein.
3. Queries on this matter can be relayed to **Ms. Alve Anne Christy B. Bendijo**, Administrative Assistant II, Personnel Unit at 088-314-0094 or 09494150323.

**Encl.:**  
As stated

**Copy furnished:**  
Records Unit

TO BE POSTED IN THE WEBSITE



May 25, 2018

05 JUN 2018

**RELEASED**

**REGION MEMORANDUM**  
No. 301, s. 2018

**CLEAN-UP OF SALARY DEDUCTIONS**

To: **Schools Division Superintendents**  
This Region

1. In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, the Department is taking steps to ensure that deductions in the pay slips of personnel are valid and legitimate.

2. A clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions/dues, or others, shall be done to stop possible invalid and illegitimate deductions. Individual employees are expected to accomplish and submit the template below to report such deductions to the Regional Payroll Service and request removal of the same:

Code	Name of Entity	Effectivity Date	Termination Date	Amount of Deduction (PHP)	Remarks/Reason for Deletion

Submitted by: \_\_\_\_\_

Signature Over Printed Name

Date: \_\_\_\_\_

Employee No: \_\_\_\_\_

Division: \_\_\_\_\_

Station: \_\_\_\_\_

3. Furthermore, that stoppage or removal is only for invalid and illegitimate deductions.

4. Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. PARRAZO**  
Director IV