



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020 - 02 - 96
DEPED MALAYBALAY CITY DIVISION
RELEASED
FEB 20 2020 TIME: 11:00
BY: *[Signature]*

February 18, 2020

DIVISION MEMORANDUM

No. 96, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: *[Signature]*
VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

SUBJECT: **PAYMENT OF MONTHLY SALARIES OF PERSONNEL NOT YET INTEGRATED IN THE REGIONAL PAYROLL**

1. To promote employee welfare, the Division Office shall implement an improved payment scheme of regular monthly salary of personnel not yet integrated in the Regional Payroll.
2. Starting February, 2020, salaries pertaining to services rendered for the current month shall be paid every 23rd day of the same month or the day when the payment of salaries of employees integrated in the Regional Payroll is paid, whichever is earlier.
3. Any under/overpayment of salaries for the current month shall be adjusted on the payment of salaries on the succeeding month upon submission of Daily Time Record.
4. For guidance.

TO BE POSTED IN THE WEBSITE

Copy furnished : Records Section
Accounting Section



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