



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

CHECKLIST OF REQUIREMENTS FOR PERSONNEL SERVICES

Reminders: 1.) All photocopied documents must be authenticated by the AO-Records 2.) Form 6 must be duly signed by the authorized signatories (refer to Division Memo No. 397, s.2018) 3.) All documents submitted must be endorsed by the School Head

• **PAYROLL SERVICES**

FIRST SALARY CLAIM

Requirements: (1 copy each)

- Request letter with School Head's contact number
- Appointment (photocopy)
- Advice Order (original)
- Certificate of Assumption to Duty (must be original)
- Duly signed Form 48 / Daily Time Record (DTR) (original)
- Statement of Assets & Liabilities (SALN) (original)
- Oath of Office (photocopy)
- BIR Form 1902 / 1905 (duly stamped by BIR)(photocopy)
- DBP ATM / Deposit slip (photocopy)
- PAG-Ibig No. (photocopy)
- Philhealth Member DataRecord (MDR) (photocopy)
- GSIS Member's Information Sheet
- Additional Requirements for TRANSFEREES (From one government office to another)
 - Clearance form money, property and legal accountabilities from the previous office (original)
 - Certificate of Last Payment (original)
 - Official Receipt (if there's an overpayment) (photocopy)
 - BIR Form 2316 (original)
 - GSIS BP No. (photocopy)
 - Certificate of Leave balances (original)
 - Service Record (original)

• **SUCCEEDING SALARY CLAIM**

Requirements: (1 copy each)

- Letter request with School Head's contact number
- Duly signed Form 48/DTR (accomplishment report) (original)

• **SALARY INTEGRATION**

Requirements: (1 copy each)

- Letter request with School Head's contact number
- Attested / Unattested Appointment (photocopy)
- Certificate of Assumption to Duty (photocopy)
- BIR Form 1902 / 1905 (duly stamped by BIR) (photocopy)
- DBP ATM / Deposit slip (photocopy)
- PAG-Ibig No. (photocopy)
- Phil health Member Data Record (MDR) (photocopy)
- GSIS Member's Information Sheet (photocopy)
- Certificate of Last Payment (for Transferees) (photocopy)

• **SALARY DIFFERENTIAL**

Requirements: (1 copy each)

- Letter request with School Head's contact number
- Notice of Step Increment (NOSI) – for Step Increment (photocopy)
- Attested Appointment (photocopy)
- Pay slip of Last Unadjusted Salary (photocopy)
- Pay slip of First Adjusted Salary (photocopy)
- Cert. of Assumption to duty Promotion (original)

• **SALARY ADJUSTMENT (PROMOTION)**

Requirements: (1 copy each)

- Letter Request with School Head's contact number
- Attested Appointment (photocopy)
- Latest Pay slip (photocopy)

• **SALARY ADJUSTMENT(STOPPAGE/DEDUCTION)**

Requirements: (1 copy each)

- Letter of Intent with School Head's contact number
- Adjustment Form - Stoppage / Deduction (all original / downloadable from website)
- Latest Pay slip (photocopy)
- Certificate of full payment (photocopy)

• **CERTIFICATE OF LAST PAYMENT**

Requirements: (1 copy each)

- Letter Request with personal contact number
- Duly signed Form 7 & DTR last month of service (original)
- Latest Pay slip (photocopy)
- Effective date of Retirement, Resignation and Transfer

• **REQUEST FOR CERTIFICATE OF EMPLOYMENT AND COMPENSATION**

Requirements:

- Letter of Intent – 1 copy (indicate purpose of request)

BENEFIT CLAIMS

• **DOUBLE PAY CLAIM - DUE TO MATERNITY LEAVE**

Requirements: (1 copy each)

- Letter request with School Head's contact number
- S.O. for Maternity Leave of Absence (photocopy)
- S.O. for Reinstatement of Duty (original)
- Form 6 (photocopy)
- Medical Certificate – any doctor (original and indicated "Fit to Work")
- Division Clearance (photocopy)

• **TERMINAL LEAVE CLAIM**

Requirements: (1 copy each except for letter b)

- Letter of Intent with personal contact number
- Form 6 – 2 copies (original)
- Employees Leave Card – (original)
- Updated Service Record (R.A. 4670) (original)
- NOSA effecting (R.A. 4670) (photocopy)
- GSIS adjudication – Voucher / Clearance (photocopy)
- GSIS Retirement Gratuity – Voucher / Clearance (photocopy)
- Division Clearance (photocopy)
- Certificate of Last Payment (photocopy)
- Certificate of Last Day of Service (original)
- SALN (original)
- Letter of Intent to Retire (photocopy)



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CHECKLIST OF REQUIREMENTS FOR PERSONNEL SERVICES

• **MONETIZATION OF LEAVE CREDITS**

- Requirements: (3 copies each)
- Letter of Intent with School Head's contact number
 - Form 6 – 3 copies (original)
 - Copy of NOSI / NOSA / Appointment whichever is latest (photocopy)
 - Supporting documents:
 - Medical Bill or Statement of account etc.... (photocopy)
 - Proof of Relationship

• **SERVICE CREDIT CLAIM**

- Requirements: (all in 1 copy to be submitted to the focal person of the said activity for endorsement)
- Letter of Intent/Request
 - Duly signed Daily Time Record (DTR) (original)
 - Memorandum Order (stating the grant of Service Credits for the particular activity) (photocopy)
 - Accomplishment Report (as needed) (original)
 - Designation Order (for Property Custodian only) (photocopy)
 - Original Copy of COMELEC Certification (for Election Service Credits) (original)

FORM 6 – APPLICATION FOR LEAVE OF ABSENCE

• **VACATION / PERSONAL LEAVE**

- Requirements: (all in two (2) copy except for letter b)
- Letter of intent
 - Form 6 – 3 copies (original)
- Additional Requirements: for more than 30 days
- School Clearance (original)
 - Division Clearance (original)
 - Certificate of No Pending Money and Property Accountability duly signed by AO V (original)
 - Certificate of No Pending Case duly signed by Division Legal Officer (original)
- *If purpose is seeking authority to travel abroad requirements must be submitted 4 months before effectivity date

• **SICK LEAVE**

- Requirements: (All in one (1) copy except for letter b)
- Letter of Intent
 - Form 6 – 2 copies (original)
- Additional Requirements: for more than 5 days sick leave
- Medical Certificate – any doctor private or govt.
- Additional Req'ts: for more than 30 days sick leave (photocopy)
- School Clearance (original)
 - Certificate of No Pending Money and Property Accountability duly signed by AO V (original)
 - Certificate of No Pending Case duly signed by Division Legal Officer (original)
- * Prior to return date please comply the required documents for "Reinstatement to Duty"

• **MATERNITY LEAVE**

- Requirements: (1 copy each except for letter a)

- Form 6 - 2 copies (original)
 - Letter of Intent with School Head's contact number
 - Division Clearance (original)
 - Medical Certificate (photocopy)
- * Prior to return date please comply the required documents for "Reinstatement to Duty"

• **PATERNITY LEAVE**

- Requirements: (1 copy each except for letter a)
- Form 6 – 2 copies (original)
 - Medical Certificate of wife (photocopy)
 - Marriage Certificate (photocopy)
 - Birth Certificate of the Child (photocopy)

• **SOLO PARENT LEAVE**

- Requirements: (all in 1 copy except letter b)
- Letter of Intent stating that the applied leave of absence is for the child and indicate School Head's contact number
 - Form 6 – 2 copies (original)
 - Photocopy of Solo Parent ID (Unexpired)

• **MAGNA CARTA for WOMEN - RA 9710 LEAVE**

- Requirements: (1 copy each)
- Comply the required documents on "Sick Leave" from a to f
 - Additional for Medical Certificate: (photocopy each)
 - Clinical summary reflecting the gynecological disorder
 - Histopathological report
 - Operative technique used for the surgery
 - Duration of the surgery including the pre-operative period
 - Employee's period of recuperation
- * Prior to return date please comply the required documents for "Reinstatement to Duty"

• **VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC) LEAVE**

- Requirements: (1 copy each)
- Letter of Intent
 - Form 6 – 2 copies (original)
 - Updated Barangay Protection Order (BPO) / Temporary / Permanent Protection Order (TPO / PPO) (Original)

• **REINSTATEMENT TO DUTY**

- Requirements: (1 copy each)
- Letter of Intent
 - Copy of Special Order (photocopy)
 - Original Medical Certificate stating "Fit to work"
 - Birth Certificate of the Newborn - for Maternity Leave (photocopy)

• **SPECIAL HARDSHIP ALLOWANCE CLAIM**

- Requirements: (1 copy each)
- DTR (original)
 - payroll worksheet (original)
 - hardship post form (original)

• **HAZARD CLAIM**

- Requirements: (1 copy only)



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a. DTR (original)

OTHER SERVICES

• **REQUEST FOR SERVICE RECORD**

Requirements: (1 copy each)

- a. Letter of Intent with School Head's contact number
- b. Latest Pay slip (photocopy)
- c. Appointment (for newly hired /promotion) (photocopy)

• **REQUEST FOR COMPENSATORY OVERTIME CREDITS**

Requirements: (1 copy each)

- a. Letter Request
- b. DTR (Original)
- c. Memorandum Order (stating the grant of service credit) (photocopy)
- d. Accomplishment report (original)

* Endorsement must be through the focal person or proponent of the said activity for validation and endorsement

• **COMPENSATORY-TIME-OFF (CTO)**

Requirements:

- a. Application for CTO (FM-PER-1.1) – 2 copies (original)
- b. Certificate of Compensatory Overtime Credit (FM-PER- 1.2) – 1 copy (original)

• **REQUEST FOR CHANGE OF STATUS / CORRECTION OF NAME**

Requirements: (1 copy each)

- a. Letter of Intent
- b. Marriage Contract (PSA) - photocopy (if change of status)
- c. Birth Certificate (PSA) - photocopy (if correction of name)

• **RETIREMENT APPLICATION**

Requirements: (All in 2 copies except for letter b)

- a. Letter of Intent
- b. GSIS Application Form (5 copies)
- c. Teacher's Clearance (original)
- d. Division Clearance (original)
- e. BIR Clearance (photocopy)
- f. LGU Clearance (for Administrators only) (photocopy)
- g. Service Record (original)
- h. SALN (original)
- i. NOSA (photocopy)
- j. Declaration of Pendency/Non-Pendency of case (original)
- k. Clearance as to Money / Property Accountability (original)

• **RESIGNATION / TRANSFER APPLICATION**

Requirements: (all in 2 copies except letters a to d that requires one (1) original)

- a. Letter of Intent with personal contact number
- b. Teacher's Clearance (original)
- c. Division Clearance (original)
- d. BIR Clearance (photocopy)
- e. Service Record (original)

f. SALN (original)

* Applicants for Retirement or Resignation or Transfer are advised to request for Certificate of Last Payment after issuance of Special Order by the Division Office and Certificate of Last day of Service duly signed by School Head

• **EQUIVALENT RECORD FORM (ERF) APPLICATION**

• **TEACHER II and III**

Requirements: (1 copy except letters)

- a) Accomplished ERF – 5 original copies duly signed by School Head
 - a. Duly accomplished Form 212 w/ picture and Thumb Mark (original)
 - b. Updated Service Record (at least 1 month ago) (photocopy)
 - c. Performance Ratings for 2 latest consecutive rating periods (photocopy)
 - d. Transcript of Records with Board Resolution Number (photocopy each)
 - Undergraduate TOR
 - Post Graduate (MA)
 - e. Latest Appointment (photocopy)
 - f. Renewed PRC License (photocopy)
 - g. Latest Pay slip (photocopy)
 - h. Affidavit of Merit signed by AO – for those who graduated in private Schools (original)
 - i. Certificate of Recognition (photocopy)

FOR TEACHER II Qualifications (BSE + 20)

1. At least one year of relevant experience
2. Bachelor's Degree for teacher + 20 graduate units or 20 years length of service:
 - a. BSE + 20 MA units
 - b. BSE + 20 years
 - c. BSE + 18 MA units + 6 years

FOR TEACHER III Qualifications (MA Equivalent)

1. At least two (2) years relevant experience
2. Master's degree in education / 42 MA units = MA degree or MA equivalent

All holders of Master's degree are classified as MA degree

- a. BSE + 20 MA units + 20 years
- b. BSE + 42 MA units

• **PROVIDENT LOAN APPLICATION**

Requirements: (1 copy each)

- a. Application Letter
- b. Provident Loan Form (original)
- c. Latest Pay slip (original)
- d. Copy of Co-maker Pay slip (photocopy)
- e. Supporting documents on the purpose of the loan (photocopy)



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