



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

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 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE: 24 2023 me: 3:36
 By: _____

UNNUMBERED MEMORANDUM

To: **APRIL MAE H. BANDONG, Administrative Officer II**
BONNA B. LINCASAN, Administrative Officer II
CHERYL JANE C. PEÑALOSA, Administrative Officer II
JOCARDO B. DESALAN, Administrative Officer II

From: **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

Date: **May 24, 2023**

Subject: **MONTHLY PAYSLIP SORTING**

1. It is apparent that the Schools Division Offices (SDOs) of the Department of Education execute a manual distribution of monthly payslips. These documents are printed by the Regional Payroll Services of the Regional Office which usually becomes available for pick-up by the SDOs on the days subsequent to the release of the first half salaries for the month. These documents come in chronological order but according to employee numbers per station codes.
2. In order to maintain smooth distribution of the payslips in the SDO of Malaybalay City, the Personnel Unit sorts the payslips according to school assignment. However, these documents have to be manually sorted in alphabetical order per station code. As a result, the person-in-charge in the Personnel Unit would need at least three to five (3-5) working days to finish the overall sorting process until these are declared as ready for pick-up by school authorized personnel at Window 1.
3. As a means to meet the demands of our teaching/non-teaching personnel for the immediate release of payslips, the Personnel Unit hereby requests the concerned Administrative Officers II to render at least one (1) working day at the Division Office to provide assistance in the sorting process. This activity aims to expedite the process within one (1) day. The schedule shall be identified by Ms. Sunshine C. Gamboa, Administrative Assistant III of the Personnel Unit, once the documents are available and ready for sorting.
4. For compliance.

TO BE POSTED IN THE WEBSITE



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