



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

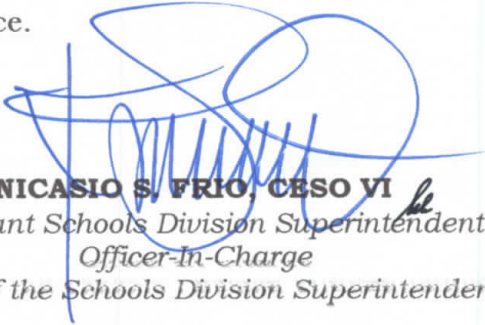
**DIVISION MEMORANDUM**  
No. 024, s. 2022

JAN 25 2022

**SUBMISSION OF CITY ALLOWANCE PAYROLL**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officer V  
Head, Division Payroll Services Unit  
All Others Concerned

1. For information and guidance of all concerned, the focal person for the granting of City Allowance effective Current Year 2022 shall be, **Mrs. Jane Marie C. Oyog**, Administrative Officer II of the Division Payroll Services Unit.
2. School heads are reminded of the following:
  - a. Deadline of submission of payroll shall be **every last week of the second month of the quarter**. This will allow the payroll services unit to review and evaluate the list of teachers qualified for City Allowance.
  - b. The Payroll Services Unit shall submit the verified payroll to the City Government Unit's Accounting Unit on the **third week of the last month** of the quarter.
  - c. School heads shall ensure that the following documents are attached to the payroll;
    - i. Appointment; and
    - ii. Current Year Community Tax Certificate
  - d. In terms of personnel movement/transfer/separation, school heads are advised to coordinate with the Administrative Services Unit for validation.
3. For widest dissemination and strict compliance.

  
**NICASIO S. FRIO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

*Office of the Schools Division Superintendent*

**MEMORANDUM**

To : **Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Administrative Officer V  
Administrative Officer II (Payroll Services)  
Elementary and Secondary School Heads**

From : **NICASIO S. FRIO, CESO VI**  
*Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the SDS*

Subject : **Submission of Payroll for City Allowance**

Date : **January 24, 2022**

1. In connection with the granting of City Allowance from the City Government of Kabankalan City, effective Current Year 2022, the focal person concerning the grant of such benefit shall be, **Mrs. Jane Marie C. Oyog**, Administrative Officer II, Payroll Services Unit.
2. School heads are likewise reminded of the following:
  - a. Deadline of submission of payroll to be prepared by school heads shall be **every last week of the second month of the quarter**. This will allow the payroll services unit to review and evaluate the list of teachers qualified for City Allowance.
  - b. The payroll services unit shall submit the verified payroll to the City Government Unit's Accounting Unit on the **third week of the last month** of the quarter.
  - c. School heads shall ensure that the following documents are attached to the payroll:
    - i. Appointment; and
    - ii. Current Year Community Tax Certificate
  - d. In terms of personnel movement/transfer/separation, school heads are advised to coordinate with the Administrative Services Unit for validation.
3. For information and strict compliance.