



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 165, s. 2022

MAY 16 2022

SUBMISSION OF REQUIREMENTS FOR FIRST SALARY

To: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
Functional Unit Heads
All Others Concerned

1. This office reiterates to the field **Section 4 (6) of Presidential Decree No. 1445** otherwise known as the *Government Auditing Code of the Philippines* provides that *Claims against government funds shall be approved with complete documentation*; items 1.1.1 and 4.1.1 of **COA Circular No. 2012-001** dated June 1, 2022, provides the necessary documentary requirements that must be submitted and/or complied with as support to the payment of salaries and wages, and **CSC Memorandum Circular No. 21, s. 1991** also known as *Policy on Government Working Hours for Government Officials and Employees* as the guiding principles in compliance with the submission of Daily Time Record (DTR).
2. In this connection, this Office shall strictly impose the submission of the following documents in **two (2) copies for the HR and COA** to claim their first salary as follows:
 - a. **Approved Daily Time Record (DTR) duly signed by immediate head** (may refer to Screenshot of ConTRACTS DTR, or Biometric DTR, or Manually-produced DTR)
 - b. Approved Appointment/Approved Contracts
 - c. Oath of Office
 - d. Certificate of Assumption of Duty and Certificate of First Day of Service
 - e. Duly notarized Statement of Assets, Liabilities, and Net Worth (SALN)
 - f. BIR Form 1902 or BIR Form 2305 for Newly-Hired with existing TIN
 - g. ATM Current Account No. (LBP) (*recently validated deposit slip or front part of ATM card*)
 - h. GSIS BP No.
 - i. MDF (Pag-IBIG)
 - j. Updated MDR (PhilHealth)



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3. The deadline for submission of the said documents shall be **on the first week of the following month of the first day of service of the newly hired teacher/personnel** for them to be included in the payroll. Failure to submit the documentary requirements after the cut-off period will lead to the inclusion of their payroll on the following month of the cutoff date.
4. Inquiries and clarifications concerning this matter shall be referred to the Payroll Unit at janemarie.cuizon@deped.gov.ph or aileenshane.decena@deped.gov.ph.
5. For widest dissemination of and strict compliance with this Memorandum are desired.

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

