



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

**OFFICE OF THE SCHOOLS  
DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

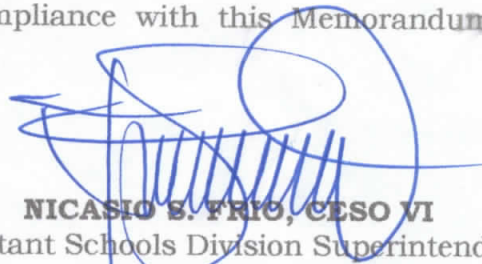
No. 414, s. 2022

OCT 20 2022

**INTEGRATION TO THE REGIONAL PAYROLL SERVICES UNIT**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Human Resource Management Office, hereby announces to the field that, beginning the month of November 2022, the indorsement of requests for integration or updating of records to the Regional Payroll Services Unit shall be based on a monthly cut-off date.
2. As a measure to efficiently manage the requests for integration of employees to the RPSU and act promptly in indorsing these requests to the Regional Office, only requests for integration received by the Division/School Payroll Unit on or before the 5<sup>th</sup> of the month shall be indorsed within the month. Requests received beyond the said date shall be batched for indorsement for the following month.
3. For uniform implementation, this policy shall be used as the guide of the Division Payroll Unit and the Payroll In-charge of the Implementing Units.
4. The nature of requests for integration or updating may include initial integration (for newly hired), promotion, reclassification, step increment, or transfer. In addition, only requests bearing the complete required documents shall be processed for indorsement (Rule VII, Section 2b of RA 11032).
5. Attached is the list of required documents for integration. (*Annex A*)
6. Immediate dissemination of and compliance with this Memorandum are desired.



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





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**LIST OF DOCUMENTARY REQUIREMENTS FOR INTEGRATION TO THE  
REGIONAL PAYROLL SERVICES UNIT (RPSU)**

**Initial Integration (Newly Hired/Transfer of Station)**

2 copies of the following:

Letter Request

Teacher/Employee Individual Record Form (downloadable)

Photocopy of Approved Appointment

Recent Validated Deposit Slip (Land Bank)

GSIS BP No.

Updated MDF (Pag-IBIG)

Updated MDR (Philhealth)

BIR Form 1902 (downloadable)

BIR Form 2305 (downloadable)

SALN as of December 31 of the previous year

**Updating of Records Due to Step Increment/Promotion/Reclassification)**

2 copies of the following:

Letter Request

Photocopy of Appointment

Photocopy of Payslip

Updated Service Record

**Updating of Records Due to Change in Marital Status or Correction of Records**

2 copies of the following:

Letter Request

RPSU Paid Personnel Request Sheet for Masterfile Update (downloadable)

Marriage Contract (for Married Women)

\*Blank forms are available for download at  
<https://www.depedkabankalancity.com/personnel-services.html>

