



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

**DIVISION MEMORANDUM**

No. 442, s. 2023

DEC 01 2023

**DEADLINE FOR THE SUBMISSION OF REQUESTS FOR PAYMENT OF  
SALARIES, BENEFITS, AND GSIS REFUND FOR FY 2023**

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

- As the Fiscal Year 2023 is about to end, the Payroll Unit having to finalize the necessary requirements for the payment of salaries, benefits, and other monetary claims with utmost consideration of the subsequent processes that will be undertaken in the Finance/Accounting Unit, needs ample time for the preparation of payrolls that such requests must be received by the unit **on or before December 7, 2023**.
- Relative thereto, to the submission of requests shall be accompanied by the following documentary requirements for the processing of payment:

Request	Documentary Requirements
<b>Salary</b> -Division Paid Personnel (Regular/ Permanent, Substitute, Provisional, Contract of Service)	<b>Initial Salary</b>  Substitute Teachers <ul style="list-style-type: none"><li>Appointment</li><li>Certificate of Assumption to Duty</li><li>Certificate of First Day of Service</li><li>DTR</li><li>Accomplishment Report</li></ul> * 2 copies each  <b>Succeeding Salary</b>  Regular/Permanent, Provisional <ul style="list-style-type: none"><li>DTR</li></ul>



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	<b>Substitute Teachers</b> <ul style="list-style-type: none"><li>• DTR</li><li>• Accomplishment Report</li></ul> * 2 copies each
<b>Salary Differential</b> <i>(Only for personnel whose latest position or salary step are reflected in the pay slip)</i>  *For personnel whose latest position or step increment are not yet integrated in the RPSU, they must first submit a request for integration prior to claiming salary differential.	<ul style="list-style-type: none"><li>• Appointment</li><li>• Updated Service Record</li><li>• Pay Slip (2 consecutive months)<ul style="list-style-type: none"><li>○ Example: August 2023 – T-I, S1</li><li>September 2023 – T-I, S2</li></ul></li></ul> * 2 copies each
<b>Double Pay</b>	<ul style="list-style-type: none"><li>• Letter Request</li><li>• S.O. for Maternity</li><li>• S.O. for Reinstatement</li><li>• Form 6 (Leave Form)</li><li>• Form 41 (Medical Certificate)</li><li>• Form 211 (Medical Certificate)</li><li>• Birth Certificate of the Child</li><li>• School Clearance</li></ul> * 2 copies each
<b>GSIS Refund</b>	<ul style="list-style-type: none"><li>• Letter Request</li><li>• Certificate of Full Payment</li><li>• Photocopy of Official Receipt</li><li>• Pay Slip (reflecting the refundable loan account)</li></ul> * 2 copies each

3. The requests shall be submitted to the Records Unit using Doc Tracs to properly document submission. Any request with incomplete requirements will be indorsed back to the requestee through the Records Unit using Doc Tracs.





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4. Only requests with complete documentary requirements submitted on or before the deadline shall be honored and included in the payroll for payment within FY 2023.
5. Requests with complete documentary requirements submitted beyond the said deadline will be processed but payment for such requests will be held in abeyance subject to the availability of funds in FY 2024.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*