



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. 489, s. 2022

NOV 23 2022

SUBMISSION OF REQUEST FOR SALARY DIFFERENTIAL

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

1. Relative to the issuance of Division Memorandum No. 472, s. 2022 RE: Travel Reimbursement and Other Payables, the Human Resource Management Office, through the Payroll Unit, shall institute measures that will ensure the timely payment of salaries and benefits of qualified employees in accordance with the deadline set forth by the Accounting Office.

2. On this premise, all Division Personnel whose current positions or step increment are not yet reflected in their pay slips must submit the following documents for the processing of their salary differential not later than 5 p.m. of December 2, 2022:


- | | |
|--|--------------------|
| a. Letter Request endorsed through Doc Tracs | } 1 photocopy each |
| b. Appointment | |
| c. Payslip | |
| d. Updated Service Record | |

3. All requests shall be submitted to the Records Unit for proper documentation.

4. Only requests bearing all the requirements listed above shall be processed for the computation and payment of salary differential.

5. Further, requests submitted beyond the cut-off date will be received by the concerned office but will be processed within the month of January 2023.

6. Immediate dissemination of and compliance with this Memorandum are desired.


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

