



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

22 FEB 2021

DIVISION MEMORANDUM

No. 045 s. 2021

SCHEDULE OF SALARY RELEASE AND SUBMISSION OF FORM 7

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Education Program Supervisors
Administrative and Finance Personnel
School Heads (Elementary and Secondary)
School Non-Teaching Personnel
All Others Concerned

1. Please find enclosed **Regional Memorandum No. 39, series of 2021, entitled "Schedule of Salary Release and Submission of Form 7."**
2. Relative hereto, all Form 7 shall be submitted to the Office of the Administrative Officer V not later than the last working day of the current month.
3. Immediate and widest dissemination of this memorandum is desired.


PORTIA M. MALLORCA PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 39 s. 2021

SCHEDULE OF SALARY RELEASE AND SUBMISSION OF FORM 7

To: Schools Division Superintendents
All Others Concerned

1. To support all teaching and non-teaching employees of this Region in this challenging time, this Office shall establish a system for a timely release of salaries.
2. All Schools Division Offices (SDOs) and concerned Implementing Units (IUs) are directed to strictly observe the following schedules:

MONTH OF	DEADLINE OF SUBMISSION OF FORM 7	SCHEDULE OF SALARY RELEASE
MARCH 2021	MARCH 05, 2021	MARCH 21, 2021
APRIL 2021	APRIL 05, 2021	APRIL 21, 2021
MAY 2021	MAY 05, 2021	MAY 21, 2021
JUNE 2021	JUNE 07, 2021	JUNE 21, 2021
JULY 2021	JULY 05, 2021	JULY 21, 2021
AUGUST 2021	AUGUST 05, 2021	AUGUST 21, 2021
SEPTEMBER 2021	SEPTEMBER 06, 2021	SEPTEMBER 21, 2021
OCTOBER 2021	OCTOBER 05, 2021	OCTOBER 21, 2021
NOVEMBER 2021	NOVEMBER 05, 2021	NOVEMBER 21, 2021
DECEMBER 2021	DECEMBER 06, 2021	DECEMBER 21, 2021

3. Request for integration of personnel due to appointment (newly hired), promotion, step increment, transfer, reclassification of position and other related personnel action should be submitted to this office by the Schools Division Office (SDO) on or before the 20th of the month.
4. The deadlines specified below in submitting the following requests must also be followed:
 - Exclusion of Personnel-not later than the 14th day of the month
 - Inclusion of Personnel-last working day of the month
 - Updates such as stoppages, deduction and adjustment – last working day of the month



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Memorandum	DepED RO6-ADM-PS-MEMO2-025	February 17, 2021	





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5. All requests must be endorsed by the Schools Division Office (SDO) to this office in writing, hence, teaching and non-teaching personnel and school heads are not allowed to transact business in this office unless duly authorized by the Schools Division Superintendent (SDS) in writing.
6. The forms to be used are attached for ready reference of all concerned.
7. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Incls: As stated

Reference: None

To be included in the Perpetual Index under the following subjects:

PAYROLL

PERSONNEL

SALARY



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REQUEST FOR INCLUSION IN THE PAYROLL
(DUE TO REINSTATEMENT TO THE SERVICE)

(Date)

DR. RAMIR B. UYTICO, CESO IV
Director IV
Department of Education
Regional Office VI
Duran St., Iloilo City

Attention: **Head, Regional Payroll Services Unit**

List of Teacher/s to be INCLUDED in the payroll for the Month of _____

Division Code	Station Code	Employee Number	Name	Effectivity	REMARKS

Prepared by: _____

Approved by: _____

Schools Division Superintendent

REQUEST FOR STOPPAGE/ EXCLUSION IN THE PAYROLL
(DUE TO DEATH, RETIREMENT, RESIGNATION, LWOP, TRANSFER, AWOL, SUSPENSION)

(Date)

DR. RAMIR B. UYTICO, CESO IV
Director IV
Department of Education
Regional Office VI
Duran St., Iloilo City

Attention: **Head, Regional Payroll Services Unit**

List of Teacher/s to be EXCLUDED in the payroll for the Month of _____.

Division Code	Station Code	Employee Number	Name	Effectivity	REMARKS

Prepared by: _____

Approved by: _____

Schools Division Superintendent

Date: _____

DR. RAMIR B. UYTICO, CESO IV
 Director IV
 Department of Education
 Regional Office VI
 Duran St., Iloilo City

Attention: **Head, Regional Payroll Services Unit**

Sir/Madam:
 May I have the honor to request for the integration of Salary Adjustment due to:

STEP
PROMOTION
RECLASSIFICATION

of the following regular/permanent personnel of Division of _____ in the payroll effective _____

Station Code	Employee Number	Name	FROM		Amount	TO		Effective Date of Appointment
			Position Title	Step		Position Title	Step	

Prepared by: _____
 CERTIFICATION: This is to certify that cash is available for the payment of the regular salaries of the above listed personnel and that the amount billed by the RPSU from the time the salaries are integrated and months thereafter will be deposited in full.

ACCOUNTANT

Noted by: _____
 This is to certify that budget is available to be utilized for the purpose of salary integration in the regular payroll being prepared by the RPSU. This is to certify further that any overdraft in allotment if ever, incurred due to the integration of the above salaries shall not be the accountability of the RPSU.

BUDGET OFFICER