

# Republic of the Philippines Department of Education Negros Island Region

### SCHOOLS DIVISION OFFICE OF KABANKALAN CITY



Tayum St., Barangay 8, Kabankalan City, Negros Occidental Tel. No. (034) 471-2003 • (034) 471-2454

#### **DIVISION MEMORANDUM**

No. \_\_55\_\_\_ s. 2018

To: : All Public Schools District Supervisors/In-Charge

All Elementary and Secondary School Heads

From : ANTHONY H. LIOBET, CESO VI

Asst. Schools Division Superintendent

OIC-SDS

Date : March 15, 2018

Subject: INTEGRATION OF NEWLY HIRED DIVISION PAID EMPLOYEES TO THE REGIONAL

**PAYROLL SERVICES UNIT** 

- 1. This Office, through the Personnel Services Unit, hereby informs all division paid employees that the processing of requests for integration to the Regional Payroll Services Unit is now going on.
- 2. In view of the forgoing, newly hired personnel are hereby directed to accomplish and submit the following documents to the Division Personnel Section not later than April 13, 2018:
  - a. Individual Record Form
  - b. Approved Appointment (photocopy only)
  - c. Philhealth Membership Data Record Form (MDR)
  - d. PAG-IBIG MDF Form
  - e. Land Bank latest deposit slip (photocopy only)
  - f. Division Paid Employees Record Form
- 3. Attached are the Individual Record Form and Division Paid Employees Record Form. The Philhealth MDR and PAG-IBIG MDF may be requested from the respective agencies.
- 4. For employees who have yet to open a payroll account, please proceed to the Personnel Unit for proper endorsement of your request to the Land Bank of the Philippines.
- 5. The heads of schools are requested to aide in making a follow up to their newly hired personnel with regards to their compliance to the policy.
- Non-compliance to this memorandum shall cause the Office to hold the compensation for April
  2018 of those employees involved in impeding the functions and goal of this Office to deliver on
  time due wages to its employees.
  - 7. For clarifications, please coordinate immediately with the Personnel Unit through the Division HRMO.
  - 8. Widest dissemination of this memorandum is hereby directed.

### TEACHER/EMPLOYEE INDIVIDUAL RECORD FORM

Division:	Kabankalan City	Station:	
	le:	Station Code:	Employee No.:
Address:			
Date of Birt	h:		
Telephone/	Cellular Phone No.:		
Sex:	Male	Female	
Citizenship	:		
GSIS Busine	ess Partner No.:		
PAG-IBIG N	lumber:		
PhilHealth	Number:		
Tax Identif	ication Number:		
Civil Status	s: Single/Wid	dow/Widower/Legally	Separated/ (No dependents)
	Head of th	e Family	
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		gle with qualified depe	indents
	Wi	dow/Widower with qu	alified dependents
	Leg	gally Separated with qu	alified dependents
	Bei	nefactor of a qualified	senior citizen
	Married		
	Number o	f Children below 21 ye	ars old
	Hu	sband claims additiona	al exemption
	w	ife claims additional ex	emption (attach waiver of husband)
AUTUOD	IZED MONTHLY DEDUC	TIONS	
	Deductions:	, iions	
_	ife and Retirement:		PhilHealth:
	PAG-IBIG:		Withholding Tax:
Prepare	ed by:		Certified Correct:
-	Printed Name & Signature of T	eacher/Employee	Printed Name & Signature of School Head

## DIVISION PAID EMPLOYEES RECORD FORM

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