




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.
- ✓ 6. 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: _____

Division Code: _____ Station Code: _____ Employee No.: _____

Name: (Last, Given, Middle) _____

Address: _____

Date of Birth: _____

Telephone/Cellular Phone No.: _____

Sex: ☐ Male ☐ Female

Citizenship: _____

GSIS Business Partner No.: _____

PAG-IBIG Number: _____

PhilHealth Number: _____

Tax Identification Number: _____

Civil Status: ☐ Single/Widow/Widower/Legally Separated/ (No dependents)

☐ Head of the Family

☐ Single with qualified dependents

☐ Widow/Widower with qualified dependents

☐ Legally Separated with qualified dependents

☐ Benefactor of a qualified senior citizen

☐ Married

☐ Number of Children below 21 years old

☐ Husband claims additional exemption

☐ Wife claims additional exemption (attach waiver of husband)

AUTHORIZED MONTHLY DEDUCTIONS

Regular Deductions:

Life and Retirement: _____

PhilHealth: _____

PAG-IBIG: _____

Withholding Tax: _____

Prepared by: _____

Certified Correct: _____

Printed Name & Signature of Teacher/Employee

Printed Name & Signature of School Head

DIVISION PAID EMPLOYEES RECORD FORM

Name: _____
(Last Name) (First Name) (Middle Name)

Date of Birth: _____ Date of Appt.: _____
(mm/dd/yyyy) (mm/dd/yyyy)

School/Station: _____

BIR TIN : - -

GSIS BP No : [] [] [] [] - [] [] [] [] - [] []

PAG-IBIG No : -

PhilHealth No : [] [] - [] [] [] [] [] [] [] [] [] [] - []

LBP Acct No : - - [illegible]

Signature of Employee

NOTE: The accomplished record form shall be the basis of giving of first salary; deductions for due remittances; and crediting to personal account of salary to be received.

REQUIREMENTS FOR FIRST SALARY *(accomplished in 2 copies)*

- ☐ **Approved Appointment** (duly signed by the SDS, Certified True Copy)
- ☐ **Oath of Office** (Certified True Copy)
- ☐ **Certification of First Day of Service** (duly signed by the Principal)
- ☐ **Daily Time Record, DTR** (duly signed by the Principal)