



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. 79 s. 2018

To: : All Public Schools District Supervisors/In-Charge
All Elementary and Secondary School Heads
Teachers/Employees Concerned

From : *MA. LORLINIE M. ORTILLO*
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

Date : May 11, 2018

Subject : INTEGRATION OF NEWLY HIRED/PROMOTED DIVISION PAID EMPLOYEES

1. The Personnel Services Unit hereby reminds all division paid employees to process their integration requirements and submit them to the Admin Section of SDO Kabankalan not later than May 18, 2018.
2. Attached is the list of employees who have not yet submitted their requirements for integration as stated in Division Memorandum 55, s. 2018.
3. Salaries and bonuses receivable of the said personnel starting the payroll month of May 2018 shall be held in abeyance pending the submission of integration requirements.
4. The heads of schools are requested to aide in making a follow up to their newly hired/promoted personnel with regards to their compliance to the policy.
5. Widest dissemination of this memorandum is hereby directed.




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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 foregoing, 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.

Elementary

Alojado, Fair Lizbet B
Ducay, Nelmar G
Gumacal, Christine Grace A
Javier, Warren A
Mejica, Noelo Jay T
Nombre, Jan Alfred G
Panaligan, Lester James G
Parales, Melalyn M
Reyes, Gracelle T
Santos, Megan Joy N
Tanique, Mary Clear B
Tortocion, Enrico II F
Valiao, Ma. Angeli G

Daan Banua NHS

Taclobos, Gilbert R

Pinaguinpinan NHS

Casildo, Elsa N

Talubangi NHS

Absin, Connie A

Senior High School

Baylon, Donna Fe C
Berturan, Jeanabel N
Claud, Mary Joy B
Degillo, Grace E
Docdocil Nelien P
Fabale, Mark John B
Fernandez, Marlyn F
Flores, Ma. Joyna G
Grance, Aileen G
Guarino, Teresita S
Intong, Roger T
Jalando-on, Roger A
Llena, Kimberly L
Macabales, Leocel M
Pacheco, Louie R
Peracullo, Johnie S
Pitogo, Renevic S
Rallos, Denneth L
Tumayan, Nory

ALS

Castel, Ruth R
Alombro, Kenneth Von G