



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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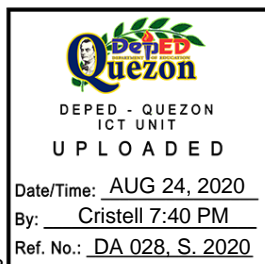
GUIDELINES ON THE PREPARATION OF PAYROLL FOR THE PROVINCIAL GOVERNMENTS INCENTIVES FOR TEACHERS

The following set of guidelines is issued to the field for guidance in the preparation of payroll for teacher's incentives provided by the Provincial Government of Quezon through the Honorable Governor Danilo E. Suarez.

1. Only those teachers and non-teaching personnel with permanent and locally funded/casual/job order appointment as of December 31, 2019 are entitled to receive the cash incentives or assistance, provided they are still in the service as of the date of grant of such incentive and to ensure that they are still around to receive their benefits. Retired personnel from January 2019 to December 2019 are excluded.
2. Teaching and non-teaching personnel with regular permanent appointment as of the cut-off date need to submit their school's Form 7 to support their claim for the incentives. Locally funded teachers should submit certification from local executive or Mayor and noted by the Superintendent.
3. Transferees who meet the requirement and are not in the Form 7 of the present school should submit a certification/appointment from their present School Head that they have a regular permanent appointment in that school. Their names must not appear in the former station's payroll. Teaching and non teaching personnel who has change of name due to marriage are advise to submit marriage contract and appointment.
4. PTA-funded Teachers, both elementary and secondary are not entitled to receive the incentive.
5. Implementing Units (UIs) shall prepare their own payroll, while non-IUs shall be by their respective district office.

ELIAS A. ALICAYA, JR.

Assistant Schools Division Superintendent
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