



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time **JAN 19 2022**

By: **Cristal 12:48 PM**

Ref. no. **DM 030, s. 2022**

18 January 2022

**DIVISION MEMORANDUM**  
DM No. 030, s. 2022

**SUBMISSION OF PERTINENT DOCUMENTS OF ALL NEWLY HIRED, PROMOTED,  
AND RECLASSIFIED TEACHING AND NON-TEACHING PERSONNEL  
FOR SALARY PAYMENT AND INTEGRATION**

**To:** OIC – Assistant Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To expedite the processing of salary payment and integration, please be advised that all newly hired, promoted, and reclassified teaching and non-teaching personnel shall submit their respective pertinent documents for salary payment and salary integration once they have already rendered at least one month of government service.
2. Likewise, all pertinent documents/attachments must be provided completely for the continuous processing of payments and inclusion to regular payroll to RPSU.
3. Hereto attached is the copy of checklist for claims and other benefits.
4. Immediate dissemination of this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Admmda01/18/2022

DEPEDQUEZON-TM-SDS-04-010-004



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Website: www.depedquezon.com.ph



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#### **Processing of Salaries and Other Benefits**

- The Administrative Clerk receives and encodes the documents from the Person in charge of records.
- The Administrative Clerk distributes to assigned payroll clerks/ AO II for elementary and secondary levels.
- The Payroll Clerk/AO II sorts out document by categories, such as regular payment, salary differential, substitute, other bonuses.
- The Payroll Clerk/AO II checks and evaluates the computation on disbursement vouchers based on the submitted Daily Time Record (DTR).
- The Payroll Clerk/AO II encodes the data in the payroll system for submission in the Accounting and Cash Section.

#### **Processing of Salary Integration**

- The Administrative Clerk receives from the Person in charge the request for salary integration and forwards to Payroll Clerk/AO II.
- The Payroll Clerk/AO II receives the pertinent documents for integration and sorts out the document by categories such as Original (Appointment), Promotion, Transfer, etc.
- The Payroll Clerk/AO II encodes the data in the Master File Update.
- The Payroll Clerk/AO II prepares the softcopy of Master File Update for submission at the RPSU.



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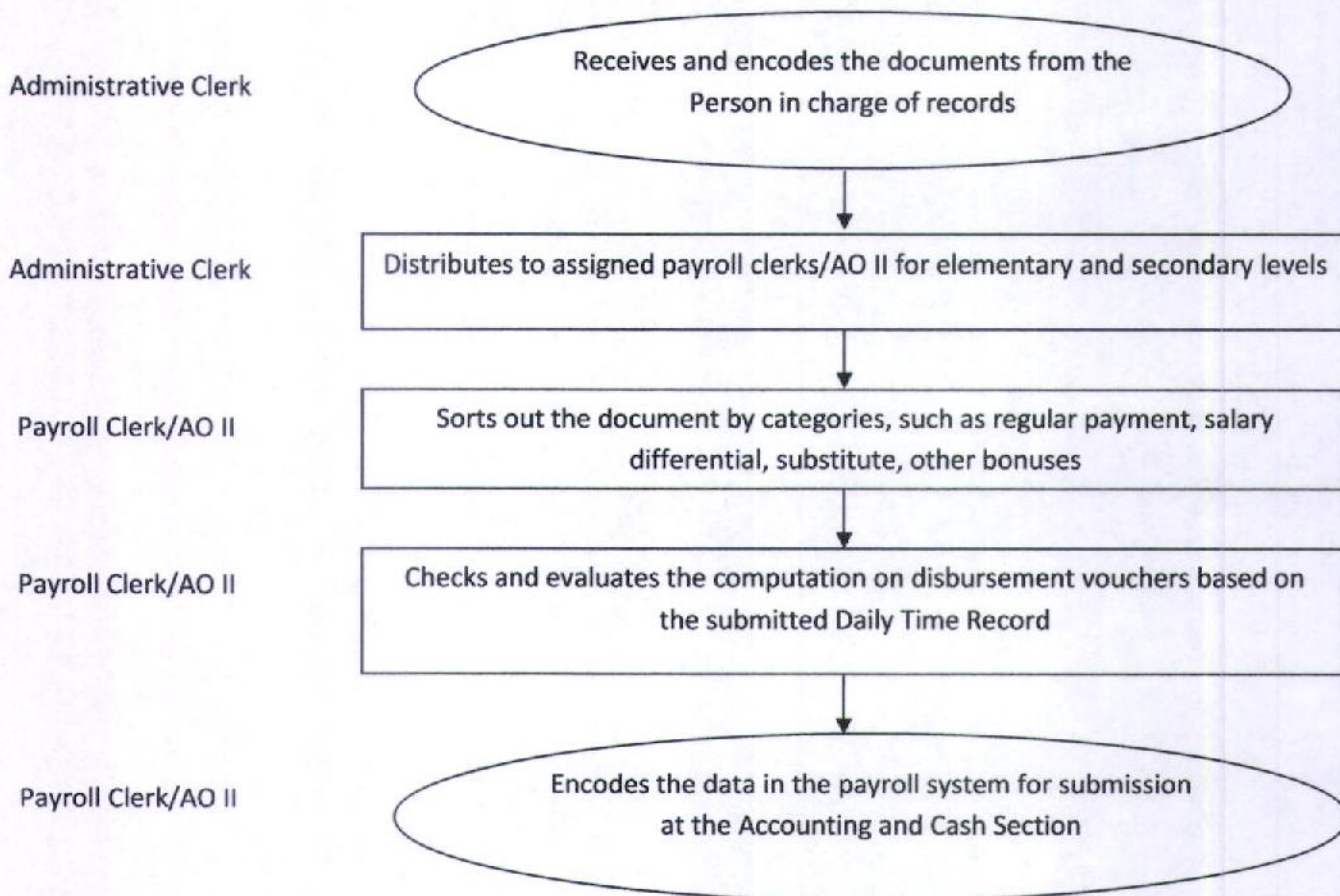
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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**Processing of Salaries and Other Benefits**



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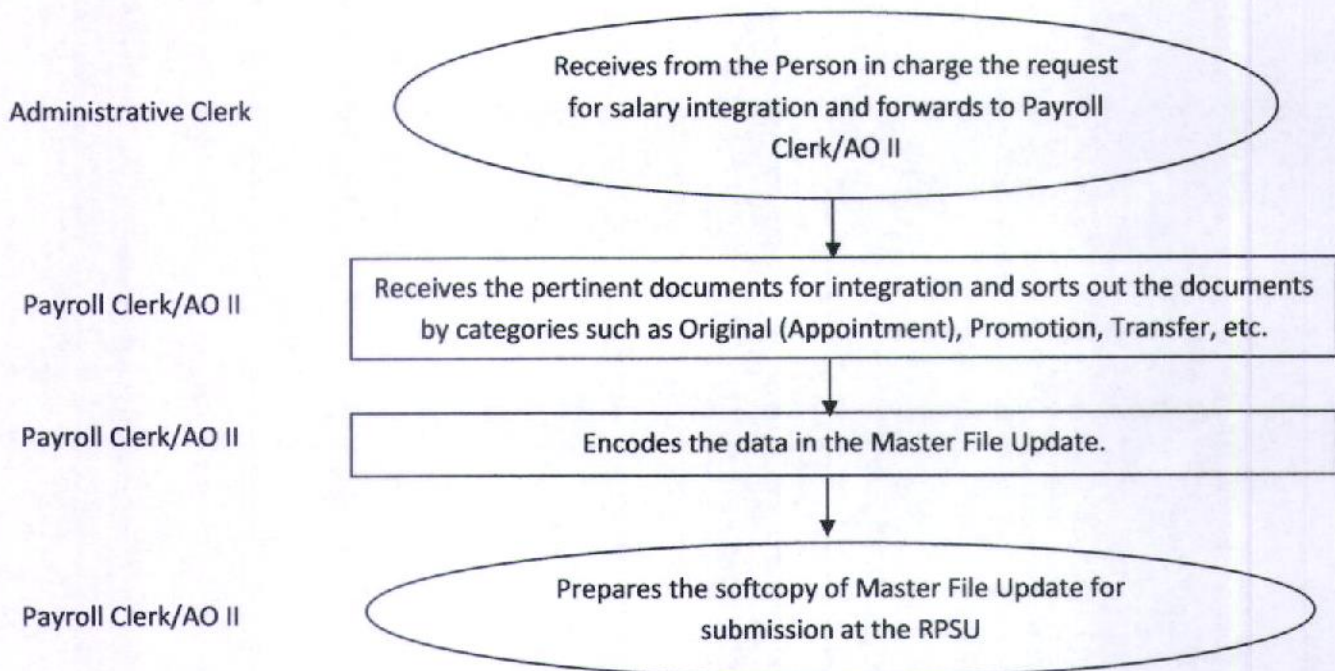
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**Processing of Salary Integration**



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Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

CHECKLIST FOR FIRST PAYMENT OF SALARY-  
ELEMENTARY/SECONDARY  
(Newly Hired/Natural Vacancy/Original)

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 copy)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- OATH OF OFFICE (3 copies)
  
- FORM 7 1st month only/ PVP IF APRIL TO  
JUNE (3 copies)
- STATEMENT OF ASSET, LIABILITIES AND  
NET WORTH (3 copies)
- BP NUMBER (1 COPY)
  
- PHILHEALTH NUMBER (MDR under DEPED-  
1 COPY)
- PAG-IBIG NUMBER (MDF WITH MID No.)  
(1 copy each)
- BIR FORM 2305/ BIR FORM 1902 with Stamp  
(if transferred from other district/IUs or other  
Division Office/company)- 3 copies
- SNAPSHOT FROM LANDBANK/I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 copy)
- PHOTOCOPY OF ATM CARD- 1 COPY

DEPEDQUEZON-SDO-ADM-04-019-003

CHECKLIST FOR FIRST PAYMENT OF SALARY-  
ELEMENTARY/SECONDARY  
(Newly Hired/Natural Vacancy/Original)

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 copy)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
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DEPEDQUEZON-SDO-ADM-04-019-003

CHECKLIST FOR FIRST PAYMENT OF SALARY  
DIFFERENTIAL OF **NEWLY PROMOTED AND  
RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY**

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 copy)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- FORM 7 CORRESPONDING MONTHS  
CLAIM/ PVP IF APRIL TO JUNE (3 copies)
- RECENT PAYSLIP (3 copies)

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Email Address: quezon@deped.gov.ph

CHECKLIST FOR FIRST PAYMENT OF SALARY  
DIFFERENTIAL OF **NEWLY PROMOTED AND  
RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY**

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

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DIFFERENTIAL OF **NEWLY PROMOTED AND  
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CHECKLIST FOR FIRST/SECOND PAYMENT OF  
SALARY DIFFERENTIAL OF NEWLY **PROMOTED**  
AND RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 copy)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- FORM 7 CORRESPONDING MONTHS  
CLAIM/ PVP IF APRIL TO JUNE (3 copies)
- RECENT PAYSLIP (3 copies)
- PAYROLL/PAYSLIP (when adjusted)-1 copy

DEPEDQUEZON-SDO-ADM-04-006-003

CHECKLIST FOR FIRST/SECOND PAYMENT OF  
SALARY DIFFERENTIAL OF NEWLY **PROMOTED**  
AND RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 copy)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- FORM 7 CORRESPONDING MONTHS  
CLAIM/ PVP IF APRIL TO JUNE (3 copies)
- RECENT PAYSLIP (3 copies)
- PAYROLL/PAYSLIP (when adjusted)-1 copy

DEPEDQUEZON-SDO-ADM-04-006-003

CHECKLIST FOR FIRST/SECOND PAYMENT OF  
SALARY DIFFERENTIAL OF NEWLY **PROMOTED**  
AND RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

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- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- FORM 7 CORRESPONDING MONTHS  
CLAIM/ PVP IF APRIL TO JUNE (3 copies)
- RECENT PAYSLIP (3 copies)
- PAYROLL/PAYSLIP (when adjusted)-1 copy

DEPEDQUEZON-SDO-ADM-04-006-003

CHECKLIST FOR FIRST/SECOND PAYMENT OF  
SALARY DIFFERENTIAL OF NEWLY **PROMOTED**  
AND RECLASSIFIED PERSONNEL-ELEMENTARY/  
SECONDARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

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(1 copy)
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- REPORT OF FIRST DAY OF SERVICE  
(3 copies)
- FORM 7 CORRESPONDING MONTHS  
CLAIM/ PVP IF APRIL TO JUNE (3 copies)
- RECENT PAYSLIP (3 copies)
- PAYROLL/PAYSLIP (when adjusted)-1 copy

DEPEDQUEZON-SDO-ADM-04-006-003

CHECKLIST FOR PAYMENT OF SALARY  
ELEMENTARY/SECONDARY (SUBSTITUTE)  
FOR ORIGINAL APPOINTMENT

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- OATH OF OFFICE (3 COPIES)
- STATEMENT OF ASSET, LIABILITIES AND  
NET WORTH (3 COPIES)
- APPROVED FORM 6 (3 COPIES)
- INDORSEMENT LETTER FROM THE  
BUDGET OFFICER (1 COPY)
- BP NUMBER ( 1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 copy)
- PHOTOCOPY OF ATM CARD-1 COPY

**FOR REEMPLOYMENT**

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- APPROVED FORM 6 (3 COPIES)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/  
PHOTOCOPY OF ATM CARD/ I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 COPY)

DEPEDQUEZON-SDO-ADM-04-004-004



CHECKLIST FOR PAYMENT OF SALARY  
ELEMENTARY/SECONDARY (SUBSTITUTE)  
FOR ORIGINAL APPOINTMENT

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- OATH OF OFFICE (3 COPIES)
- STATEMENT OF ASSET, LIABILITIES AND  
NET WORTH (3 COPIES)
- APPROVED FORM 6 (3 COPIES)
- INDORSEMENT LETTER FROM THE  
BUDGET OFFICER (1 COPY)
- BP NUMBER ( 1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 copy)
- PHOTOCOPY OF ATM CARD-1 COPY

**FOR REEMPLOYMENT**

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- APPROVED FORM 6 (3 COPIES)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/  
PHOTOCOPY OF ATM CARD/ I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 COPY)

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**CHECKLIST FOR SECOND PAYMENT OF SALARY-  
ELEMENTARY/SECONDARY (Newly Hired/  
Natural Vacancy/Original Appointment/  
Reemployment/Transferee)**

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
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(1 COPY)
- APPOINTMENT (received by CSC-3 copies)
- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- PAYROLL/PAYSLIP (WHEN INTEGRATED)

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Email Address: quezon@deped.gov.ph

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ELEMENTARY/SECONDARY (Newly Hired/  
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Name: \_\_\_\_\_  
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(1 COPY)
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- REPORT OF FIRST DAY OF SERVICE  
(3 COPIES)
- PAYROLL/PAYSLIP (WHEN INTEGRATED)

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ELEMENTARY/SECONDARY (Newly Hired/  
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Email Address: quezon@deped.gov.ph

CHECKLIST FOR FIRST PAYMENT OF SALARY-  
ELEMENTARY/SECONDARY  
(TRANSFEREE)

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
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(CORRESPONDING MONTH/S CLAIM)  
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(3 copies)
- FORM 7 1st month only/ PVP IF APRIL TO  
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- BP NUMBER (1 COPY)
- PHILHEALTH NUMBER (MDR under DEPED-  
1 COPY)
- PAG-IBIG NUMBER (MDF WITH MID No.)  
(1 copy each)
- BIR FORM 2305/ BIR FORM 1902 with  
Stamp received by the BIR
- Payroll (for 2 consecutive months e.g.  
Sept 2016-Oct 2016-3 copies)
- Certificate of Last Payment (CLP) if  
transferred from other districts/IUs/NON-  
IUs/other Division office/company- 3 copies
- School Clearance/ Division Clearance  
(3 copies)
- SNAPSHOT FROM LANDBANK/I-ACCESS  
PRINT OUT (WITH MAINTAINING  
BALANCE (1 copy)
- PHOTOCOPY OF ATM CARD-1 COPY

DEPEDQUEZON-SDO-ADM-04-002-003



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Website: www.depedquezon.com.ph

CHECKLIST FOR FIRST PAYMENT OF SALARY-  
ELEMENTARY/SECONDARY  
(TRANSFEREE)

Name: \_\_\_\_\_  
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Website: www.depedquezon.com.ph

REQUIREMENT FOR LAST SALARY /PVP  
(PROPORTIONAL VACATION PAY)  
(IF RETIRED/RESIGNED)

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- CLEAR COPY OF ATM (1 COPY)
- SNAPSHOT (1 COPY)

DEPEDQUEZON-SDO-ADM-04-021-001



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Email Address: qpsosw@deped.gov.ph

REQUIREMENT FOR LAST SALARY /PVP  
(PROPORTIONAL VACATION PAY)  
(IF RETIRED/RESIGNED)

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District/School: \_\_\_\_\_

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- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- CLEAR COPY OF ATM (1 COPY)
- SNAPSHOT (1 COPY)

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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: qpsosw@deped.gov.ph

REQUIREMENT FOR LAST SALARY /PVP  
(PROPORTIONAL VACATION PAY)  
(IF RETIRED/RESIGNED)

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- ORIGINAL COPY OF DTR  
(CORRESPONDING MONTH/S CLAIM)  
(1 COPY)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- CLEAR COPY OF ATM (1 COPY)
- SNAPSHOT (1 COPY)

DEPEDQUEZON-SDO-ADM-04-021-001



"Creating Possibilities, Inspiring Innovations"  
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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

REQUIREMENT FOR LAST SALARY /PVP  
(PROPORTIONAL VACATION PAY)  
(IF RETIRED/RESIGNED)

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

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(CORRESPONDING MONTH/S CLAIM)  
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- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- CLEAR COPY OF ATM (1 COPY)
- SNAPSHOT (1 COPY)

DEPEDQUEZON-SDO-ADM-04-021-001



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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR MID-YEAR BONUS

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-017-004



"Creating Possibilities, Inspiring Innovations"

Address: SDO Fori, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR MID-YEAR BONUS

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-017-004



"Creating Possibilities, Inspiring Innovations"

Address: SDO Fori, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR MID-YEAR BONUS

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
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- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-017-004



"Creating Possibilities, Inspiring Innovations"

Address: SDO Fori, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR MID-YEAR BONUS

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

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- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-017-004



"Creating Possibilities, Inspiring Innovations"

Address: SDO Fori, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR LOYALTY PAY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (if the payee is more than 1 )
- Appointment (3 copies)
- Service Record
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-018-003

### CHECKLIST FOR LOYALTY PAY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (if the payee is more than 1 )
- Appointment (3 copies)
- Service Record
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-018-003

### CHECKLIST FOR LOYALTY PAY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (if the payee is more than 1 )
- Appointment (3 copies)
- Service Record
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-018-003

### CHECKLIST FOR LOYALTY PAY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (if the payee is more than 1 )
- Appointment (3 copies)
- Service Record
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-018-003

### CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- FORM 6 (3 COPIES)
- Medical Certificate (3 copies)
- Return to Duty (3 copies)
- Budget Matrix (if **Secondary**) (3 copies)
- DTR (noted Maternity Leave)
- Birth Certificate (if Maternity Leave Salary)
- Payslip
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-013-004



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Taliparan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- FORM 6 (3 COPIES)
- Medical Certificate (3 copies)
- Return to Duty (3 copies)
- Budget Matrix (if **Secondary**) (3 copies)
- DTR (noted Maternity Leave)
- Birth Certificate (if Maternity Leave Salary)
- Payslip
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-013-004



"Creating Possibilities, Inspiring Innovations"

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### CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
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DEPEDQUEZON-SDO-ADM-04-013-004



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### CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

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DEPEDQUEZON-SDO-ADM-04-013-004



"Creating Possibilities, Inspiring Innovations"

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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Certification of no payment received  
(if transfer from other govt. agency)
- Clear copy of ATM account number
- IF RETIRED/RESIGNED**
- Certificate of Last Payment, Division  
Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-014-004



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Trunkline #: (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Certification of no payment received  
(if transfer from other govt. agency)
- Clear copy of ATM account number
- IF RETIRED/RESIGNED**
- Certificate of Last Payment, Division  
Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-014-004



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### CHECKLIST FOR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)

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- IF RETIRED/RESIGNED**
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Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-014-004



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### CHECKLIST FOR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)

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- Certification of no payment received  
(if transfer from other govt. agency)
- Clear copy of ATM account number
- IF RETIRED/RESIGNED**
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Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-014-004



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Trunkline #: (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR CHALK/CASH/CLOTHING ALLOWANCE

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (IF PAYMENT TO BE MADE BY DISTRICTS/SCHOOLS (3 copies)
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-016-003



"Creating Possibilities, Inspiring Innovations"  
Address: Sitio Fari, Brgy. Talpaan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR CHALK/CASH/CLOTHING ALLOWANCE

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (IF PAYMENT TO BE MADE BY DISTRICTS/SCHOOLS (3 copies)
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-016-003



"Creating Possibilities, Inspiring Innovations"  
Address: Sitio Fari, Brgy. Talpaan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR CHALK/CASH/CLOTHING ALLOWANCE

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 copies)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-016-003



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### CHECKLIST FOR CHALK/CASH/CLOTHING ALLOWANCE

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- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Clear copy of ATM account number

DEPEDQUEZON-SDO-ADM-04-016-003



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Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321



### CHECKLIST FOR YEAR END BONUS AND CASH GIFT

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (IF PAYMENT TO BE MADE BY DISTRICTS/SCHOOLS (3 copies))
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other aovt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-015-004



"Creating Possibilities, Inspiring Innovations"

Address: Sio Foa, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR YEAR END BONUS AND CASH GIFT

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (IF PAYMENT TO BE MADE BY DISTRICTS/SCHOOLS (3 copies))
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other aovt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-015-004



"Creating Possibilities, Inspiring Innovations"

Address: Sio Foa, Brgy. Talpan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321

### CHECKLIST FOR YEAR END BONUS AND CASH GIFT

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

- DISBURSEMENT VOUCHER (3 COPIES)
- PAYROLL (if the payee is more than 1 )
- 1ST DAY OF SERVICE (3 copies)
- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-015-004



"Creating Possibilities, Inspiring Innovations"

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### CHECKLIST FOR YEAR END BONUS AND CASH GIFT

Name: \_\_\_\_\_  
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- Appointment (3 copies)
- Payroll from region (in case of Bonus Differential)
- Certification of no payment received (if transfer from other govt. agency)
- Clear copy of ATM account number

#### IF RETIRED/RESIGNED

- Certificate of Last Payment, Division Clearance, ATM account number

DEPEDQUEZON-SDO-ADM-04-015-004



"Creating Possibilities, Inspiring Innovations"

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Trunkline #: (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321

Checklist for Integration for **PROMOTION/  
RECLASSIFICATION/TRANSFER (ELEM.  
JHS AND SHS)**  
*(if the salary is uncut)*

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Clear copy of Latest Payslip
- Certified True Copy of appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-007-004



"Creating Possibilities, Inspiring Innovations"  
Address: Sitio Ferri, Brgy. Taliparan, Pagbilao, Quezon  
Telephone #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321

Checklist for Integration for **PROMOTION/  
RECLASSIFICATION/TRANSFER (ELEM.  
JHS AND SHS)**  
*(if the salary is uncut)*

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Clear copy of Latest Payslip
- Certified True Copy of appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-007-004



"Creating Possibilities, Inspiring Innovations"  
Address: Sitio Ferri, Brgy. Taliparan, Pagbilao, Quezon  
Telephone #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321

Checklist for Integration for **PROMOTION/  
RECLASSIFICATION/TRANSFER (ELEM.  
JHS AND SHS)**  
*(if the salary is uncut)*

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Clear copy of Latest Payslip
- Certified True Copy of appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-007-004



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Telephone #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321

Checklist for Integration for **PROMOTION/  
RECLASSIFICATION/TRANSFER (ELEM.  
JHS AND SHS)**  
*(if the salary is uncut)*

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Clear copy of Latest Payslip
- Certified True Copy of appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
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DEPEDQUEZON-SDO-ADM-04-007-004



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Telephone #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321

Checklist for Integration for **TRANSFER/  
PROMOTION**(JHS, SHS)  
*(if transferred from IU/Autonomous/other Division/  
Agency)*

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (received by BIR)-(If transferred from IU or Other Division/Agency)
- BIR 2316 (If transferred from Autonomous Schools or Other Division/ Agency)
- Clear Copy of ATM account # or Snapshot
- Photocopy of Pag-Ibig ID/MDF with MID no.
- Photocopy of PhilHealth ID and MDR under DepEd
- Certificate of Last Payment
- Clear copy of Latest Payslip
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-009-004



Checklist for Integration for **TRANSFER/  
PROMOTION**(JHS, SHS)  
*(if transferred from IU/Autonomous/other Division/  
Agency)*

Name: \_\_\_\_\_  
District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (received by BIR)-(If transferred from IU or Other Division/Agency)
- BIR 2316 (If transferred from Autonomous Schools or Other Division/ Agency)
- Clear Copy of ATM account # or Snapshot
- Photocopy of Pag-Ibig ID/MDF with MID no.
- Photocopy of PhilHealth ID and MDR under DepEd
- Certificate of Last Payment
- Clear copy of Latest Payslip
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-009-004



Checklist for Integration for **REEMPLOYMENT/  
REAPPOINTMENT/REINSTATEMENT**  
(ELEM., JHS AND SHS)

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (**Received by BIR**)-  
(if transferred from IU or Other Division Office/Agency)
- BIR 2316 for (**REAPPOINTMENT**)  
(if transferred from other Division/Agency)
- Clear Copy of ATM account # or Snapshot
- Clear copy of Latest Payslip  
(if **REAPPOINTMENT** from DepEd)
- Photocopy of Pag-Ibig ID/MDF with MID no.
- Photocopy of PhilHealth ID and MDR under DepEd
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-012-005



Checklist for Integration for **REEMPLOYMENT/  
REAPPOINTMENT/REINSTATEMENT**  
(ELEM., JHS AND SHS)

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (**Received by BIR**)-  
(if transferred from IU or Other Division Office/Agency)
- BIR 2316 for (**REAPPOINTMENT**)  
(if transferred from other Division/Agency)
- Clear Copy of ATM account # or Snapshot
- Clear copy of Latest Payslip  
(if **REAPPOINTMENT** from DepEd)
- Photocopy of Pag-Ibig ID/MDF with MID no.
- Photocopy of PhilHealth ID and MDR under DepEd
- Agency Remittance Advice (ARA) and Acknowledgement (from GSIS)

DEPEDQUEZON-SDO-ADM-04-012-005



Checklist for Intearation for **NEWLY HIRED  
ORGINAL/NATURAL VACANCY  
(ELEMENTARY, JHS, AND SHS)**

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (received by BIR)
- Photocopy of GSIS Business Partner # (BP)
- Clear Copy of ATM account # or Snapshot
- Photocopy of Pag-Ibig ID/MDF with MID no.
- Photocopy of PhilHealth ID and MDR under DepEd

DEPEDQUEZON-SDO-ADM-04-010-004



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Email Address: quezon@deped.gov.ph

Checklist for Intearation for **NEWLY HIRED  
ORGINAL/NATURAL VACANCY  
(ELEMENTARY, JHS, AND SHS)**

Name: \_\_\_\_\_

District/School: \_\_\_\_\_

1 Copy each

- Certified True Copy of Appointment signed by SDS
- Certified True Copy of Appointment signed by SDS of the incumbent up to the last/ approved retirement
- First Day of Service
- BIR 1902/2305 (received by BIR)
- Photocopy of GSIS Business Partner # (BP)
- Clear Copy of ATM account # or Snapshot
- Photocopy of Pag-Ibig ID/MDF with MID no.
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