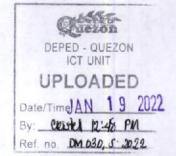


Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 January 2022

DIVISION MEMORANDUM DM No. 036, 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

- 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.
- Likewise, all pertinent documents/attachments must be provided completely for the continuous processing of payments and inclusion to regular payroll to RPSU.
- 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

Admmdda01/18/2022

DEPEDQUEZON-TM-SDS-04-010-004



Address: Sitio Fori, Brgy, Talipan, Pagbilao, Quezon

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

Email Address: quezon@deped.gov.ph Website: www.depedquezon.com.ph



Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

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.





Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Processing of Salaries and Other Benefits

Administrative Clerk

Person in charge of records

Administrative Clerk

Distributes to assigned payroll clerks/AO II for elementary and secondary levels

Payroll Clerk/AO II

Sorts out the document by categories, such as regular payment, salary differential, substitute, other bonuses

Payroll Clerk/AO II

Checks and evaluates the computation on disbursement vouchers based on the submitted Daily Time Record

Payroll Clerk/AO II

Encodes the data in the payroll system for submission at the Accounting and Cash Section





Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Processing of Salary Integration

Receives from the Person in charge the request for salary integration and forwards to Payroll

Clerk/AO II

Receives the pertinent documents for integration and sorts out the documents by categories such as Original (Appointment), Promotion, Transfer, etc.

Payroll Clerk/AO II

Encodes the data in the Master File Update.

Prepares the softcopy of Master File Update for submission at the RPSU



Email Address:quezon@deped.gov.ph Website: www.depedquezon.com.ph

Republic of the Philippines Benartment of Chucation REGION 1V-A

SCHOOLS DIVISION OF QUEZON PROVINCE

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-ACESS PRINT OUT (WITH MAINTAINING BALANCE (1 copy)
PHOTOCOPY OF ATM CARD- 1 COPY

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SCHOOLS DIVISION OF QUEZON PROVINCE

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

Name:
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SCHOOLS DIVISION OF QUEZON PROVINCE

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

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Name:
DISBURSEMENT VOUCHER (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy)
APPOINTMENT (received by CSC-3 copies)
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FORM 7 CORRESPONDING MONTHS CLAIM/ PVP IF APRIL TO JUNE (3 copies)
RECENT PAYSLIP (3 copies)
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RECENT PAYSLIP (3 copies)
PAYROLL/PAYSLIP (when adjusted)-1 copy
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SCHOOLS DIVISION OF QUEZON PROVINCE

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

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SCHOOLS CONSIGN OF QUEZON PROVINCE

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

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Republic of the Philippines

Department of Coursilion

REGION 19-A

SCHOOLS DIVISION OF QUEZON PROVINCE

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-ACESS 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)
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REGION (Y-A SCHOOLS DIVISION OF QUEZON PROVINCE

CHECKLIST FOR PAYMENT OF SALARY FOR ORIGINAL APPOINTMENT

Name: District/School:
DISBURSEMENT VOUCHER (3 COPIES)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 COPY)
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APPROVED FORM 6 (3 COPIES)
BP NUMBER (1 COPY)
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CHECKLIST FOR SECOND PAYMENT OF SALARY ELEMENTARY/SECONDARY (Newly Hired/ Natural Vacancy/Original Appointment/ Reemployment/Transferee)
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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)
PAYROLL/PAYSLIP (WHEN INTEGRATED)
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"Creeting Possibilities, Inspiring Innovations" Address: Sito Fort, Brgs. Talipan, Pughlao, Queron Trunklan & (M2) 784-0164, (M2) 784-0164, (M2) 784-0301, (M2) 784-0311 Trunklanders; spession (dependagova)

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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 (CORRESPONDING MONTH/S CLAIM) (1 COPY)
APPOINTMENT (received by CSC-3 copies)
REPORT OF FIRST DAY OF SERVICE (3 COPIES)
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Creating Possibilities, Inspiring Innovations Address: Sido Fort, flags. Taiglan, Pagislan, Cawson Trunding B: (092) 784-0366, [072] 784-0364, (072) 784-0361, (072) 784-0362 Email Address: quescraft dependance on

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	DISBURSEMENT VOUCHER (3 COPIES)
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	APPOINTMENT (received by CSC-3 copies)
	REPORT OF FIRST DAY OF SERVICE (3 COPIES)
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SCHOOLS DIVISION OF QUEZON PROVINCE

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

Name: District/School:
DISBURSEMENT VOUCHER (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy)
APPOINTMENT (received by CSC-3 copies)
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FORM 7 1st month only/ PVP IF APRIL TO JUNE (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 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-ACESS PRINT OUT (WITH MAINTAINING BALANCE (1 copy)
PHOTOCOPY OF ATM CARD-1 COPY
DEPEDQUEZON-SDO-ADM-04-002-003

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Trunkline Ir. (943) 744-0946, 1927 748-039-1, (942) 744-039

Republic of the Philippines Department of Concation REGION 14-A

SCHOOLS DIVISION OF QUEZON PROVINCE

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

District/School:
DISBURSEMENT VOUCHER (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy)
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□PHOTOCOPY OF ATM CARD-1 COPY

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Name:	Name:
District/School:	District/School:
DISBURSEMENT VOUCHER (3 COPIES)	DISBURSEMENT VOUCHER (3 COPIES)
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Techniques: Sitio Forl, Brgs. Telpan, Pephlao, Queson
Turkine & [002] 784-0364, [042] 784-0164, [042] 784-0393, [042] 784-0321 Address: Sido Fori, Ingu., Paghilao, Querces Trackline R (047) 784-0366, (047) 786-0364, (047) 786-0391, (042) 288-0323

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CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

Name:
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
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ALLOWANCE
Name: District/School:
DISBURSEMENT VOUCHER (3 copies)
PAYROLL (IF PAYMENT TO BE MADE BY DISTRICTs/SCHOOLs (3 copies)
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Checklist for Integration for PROMOTION/ RECLASSIFICATION/TRANSFER (ELEM. JHS AND SHS)

(if the salary is uncut)

1 Copy each	
Clear copy of Latest Par	vslip
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SCHOOLS DIVISION OF OU	EZON PROVIN

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 Remitance Advice (ARA) and Acknowledgement (from GSIS) DEPEDQUEZON-SDO-ADM-04-007-004 Technical States State Fort, Brgs. Talipars, Pagistian, Operan Trackline 8: (942) 784-9366, (542) 784-9364, (542) 784-9391, (942) 784-9321

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Checklist for Integration for PROMOTION/ RECLASSIFICATION/TRANSFER (ELEM. JHS AND SHS)

(if the salary is uncut)
Name:
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 Remitance Advice (ARA) and Acknowledgement (from GSIS)
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SCHOOLS DIVISION OF QUEZON PROVINCE

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 Remitance Advice (ARA) and Acknowledgement (from GSIS)

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Checklist for Integration for TRANSFER/ PROMOTION(JHS. SHS) (if transferred from III/Autonomous/other Division/

(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 Remitance Advice (ARA) and Acknowledgement (from GSIS)

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Name:

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

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 Remitance Advice (ARA) and Acknowledgement (from GSIS)

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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.
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Agency Remitance Advice (ARA) and Acknowledgement (from GSIS)

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

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

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

Name:
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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