

Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE



Date/Time: FEB 2 1 2023

17 February 2023

DIVISION MEMORANDUM DM No. 46 , s. 2023

REVISION OF CHECKLIST AS REQUIREMENT FOR THE PROCESSING OF SUPPLEMENTARY PAYROLL

TO:

Assistant Schools Division Superintendents

Division Chiefs Section Heads

Elementary/Secondary School Heads

All Others Concerned

- 1. For the purpose of dissemination and adherance to by every employee, this office hereby informed all concerned districts/schools and personnel that the checklist of requirement needed for the processing of supplementary payroll has been modified and updated effective February 9, 2023.
- 2. Hereto attached are the revised forms of checklist as requirement for the processing claims and other personnel benefits and link (tinyurl.com/isotemplate) to download the said form for your ready reference.
- 3. Immediate and widest dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA Jr., EdD

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

Admmdda02/17/2023 DEPEDQUEZON-TM-SDS-04-009-003



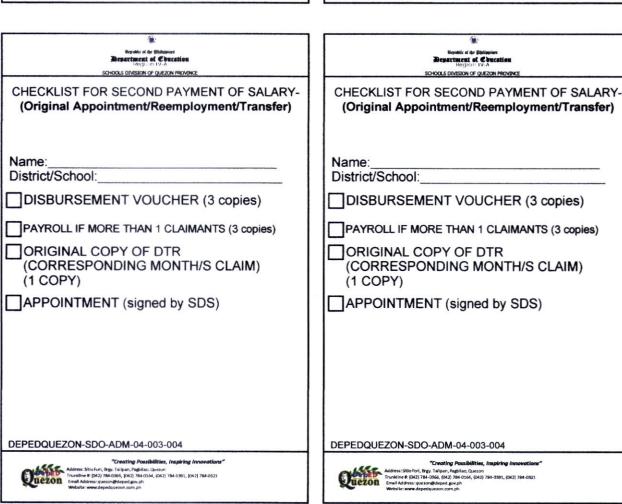
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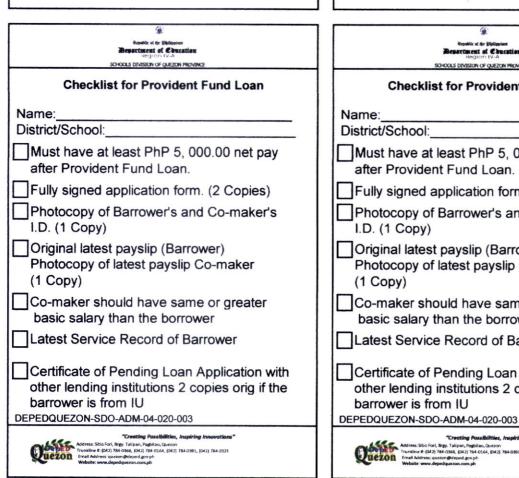
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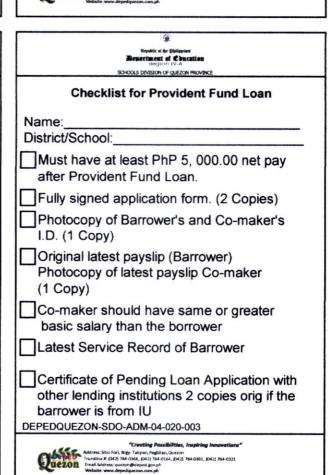
Email Address: guezon@deped.gov.ph Website: www.depedguezon.com.ph

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CHECKLIST FOR SECOND PAYMENT OF SALARY- (Original Appointment/Reemployment/Transfer)
Name:
DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 COPY)
APPOINTMENT (signed by SDS)
FIRST DAY OF SERVICE
DEPEDQUEZON-SDO-ADM-04-003-004
"Creating Possibilities, Inspiring Innovestions" Address:Sitio For, Byr Talipan, Rightino, Quaeron Trunkline 8: (043) 784-036, (012) 784-0351, (943) 784-0391, (942) 784-0321 Email Address: Questing despert, grouph Website: www.depedqueson.com.phi



artment of Concar SCHOOLS DIVISION OF QUEZON PROVINC SCHOOLS DIVISION OF QUEZON PROVINCE Checklist for Provident Fund Loan Checklist for Provident Fund Loan Name: Name: District/School: District/School: Must have at least PhP 5, 000.00 net pay Must have at least PhP 5, 000.00 net pay after Provident Fund Loan. after Provident Fund Loan. Fully signed application form. (2 Copies) Fully signed application form. (2 Copies) Photocopy of Barrower's and Co-maker's Photocopy of Barrower's and Co-maker's I.D. (1 Copy) I.D. (1 Copy) Original latest payslip (Barrower) Original latest payslip (Barrower) Photocopy of latest payslip Co-maker Photocopy of latest payslip Co-maker (1 Copy) (1 Copy) Co-maker should have same or greater Co-maker should have same or greater basic salary than the borrower basic salary than the borrower Latest Service Record of Barrower Latest Service Record of Barrower Certificate of Pending Loan Application with Certificate of Pending Loan Application with other lending institutions 2 copies orig if the other lending institutions 2 copies orig if the barrower is from IU barrower is from IU DEPEDQUEZON-SDO-ADM-04-020-003 DEPEDQUEZON-SDO-ADM-04-020-003





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CHECKLIST FOR PAYMENT OF SALARY (SUBSTITUTE)

FOR ORIGINAL APPOINTMENT

Name:
DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 COPY)
☐APPOINTMENT (signed by SDS-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)
CERTIFICATE OF FUNDS AVAILABILITY FROM THE BUDGET OFFICE (1COPY)
BP NUMBER (1 COPY)
SNAPSHOT FROM LANDBANK/I-ACESS PRINT OUT (WITH MAINTAINING BALANCE (1 clear copy)
FOR REEMPLOYMENT
DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
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DEPEDQUEZON-SDO-ADM-04-004-005
"Creating Possibilities, Inspiring Innovations" Address Sito Fort Serv. Tailann Padellos Quaron



Colores: Sito Fart, Reg. Talipan, Pagillaco, Quezon Trunkline e; (042) 784-0366, (042) 784-0364, (042) 784-0391, (042) 784-0321. Email Address: quezond édeped gar, ph Website: www.depedquezon.com.ph

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Republic of the Philippines partment of Chucation SCHOOLS DIVISION OF QUEZON PROVINCE CHECKLIST FOR MID YEAR/YEAR END/ CASH GIFT/PEI/LOYALTY/CASH/CLOTHING **ALLOWANCE** Name: District/School: DISBURSEMENT VOUCHER (3 copies) PAYROL IF MORE THAN 1 CLAIMANTS (3 copies) 1st day of service (3 copies) Appointment (3 copies) Certification of no payment received (if transfer from other govt. agency) Snapshot from LANDBANK/i-acess print out (with maintaning balance 1 copy) Service Record (if claiming Loyalty) additional requirement if RETIRED/RESIGNED Certificate of Last Payment, Division Clearance, Snapshot from LANDBANK/ i-acess print out (with maintaning balance 1 copy) DEPEDQUEZON-SDO-ADM-04-014-005 Bepartment of Evucation SCHOOLS DIVISION OF QUEZON PROVINCE **CHECKLIST FOR MID YEAR/YEAR END/** CASH GIFT/PEI/LOYALTY/CASH/CLOTHING **ALLOWANCE** Name: District/School: DISBURSEMENT VOUCHER (3 copies) PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies) 1st day of service (3 copies) Appointment (3 copies) Certification of no payment received (if transfer from other govt. agency) Snapshot from LANDBANK/i-acess print out (with maintaning balance 1 copy) Service Record (if claiming Loyalty) additional requirement if RETIRED/RESIGNED Certificate of Last Payment, Division Clearance, Snapshot from LANDBANK/ i-acess print out (with maintaning balance 1 copy) DEPEDQUEZON-SDO-ADM-04-014-005

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Email Address: Queron@depend.exvpin
Webbits: www.dependepend.exvpin

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additional requirement if RETIRED/RESIGNED
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i-acess print out (with maintaning balance 1 copy)
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"Creating Passibilities, Inspiring Innovations" Address:Sitio Forf, Bry, Talipan, Paghilao, Quezon
Trankline #: (042) 784-0364. (042) 784-0364. (042) 784-0391. (042) 784-0392. Email Address: queson@deped.gov.ph
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if RETIRED/RESIGNED

Certificate of Last Payment, Division Clearance, Snapshot from LANDBANK/ i-acess print out (with maintaning balance 1 copy)

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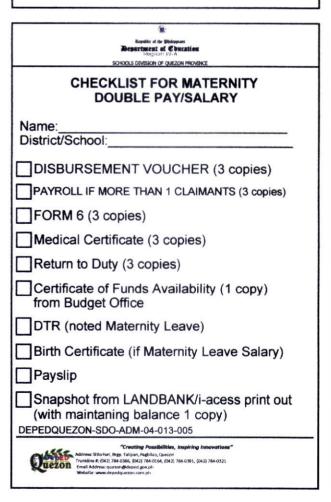
Address. Sido Fori, Regs. Talijan, Paglilleo, Qiezon Trumliller & (NA) 784-0386, (NA) 784-0364, (NA) 784-0391, (NA) 784-0391 Email Address. section delegad quit. Website: www.depedquezon.com.ph

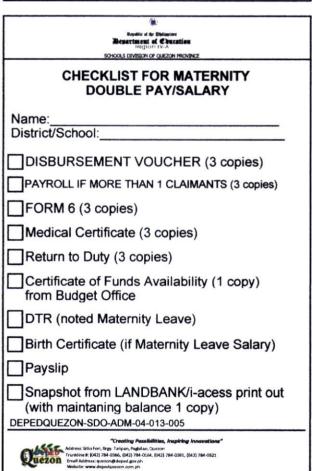
SCHOOLS DIVISION OF QUEZON PROVING CHECKLIST FOR MATERNITY **DOUBLE PAY/SALARY** Name: District/School: DISBURSEMENT VOUCHER (3 copies) PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies) FORM 6 (3 COPIES) Medical Certificate (3 copies) Return to Duty (3 copies) Certificate of Funds Availability (1 copy) DTR (noted Maternity Leave) Birth Certificate (if Maternity Leave Salary) Payslip Snapshot from LANDBANK/i-acess print out (with maintaining balance 1 copy) DEPEDQUEZON-SDO-ADM-04-013-005

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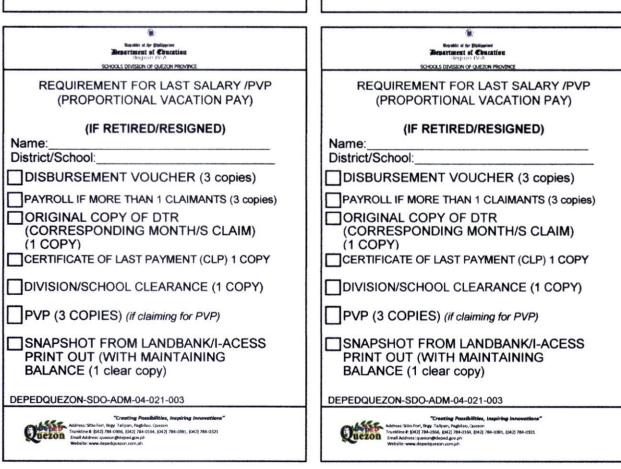
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CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY
Name:
DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
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Medical Certificate (3 copies)
Return to Duty (3 copies)
Certificate of Funds Availability (1 copy)
DTR (noted Maternity Leave)
☐ Birth Certificate (if Maternity Leave Salary)
Payslip
Snapshot from LANDBANK/i-acess print out (with maintaning balance 1 copy)
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(IF RETIRED/RESIGNED)	(IF RETIRED/RESIGNED)
Name:	Name:
District/School:	District/School:
DISBURSEMENT VOUCHER (3 copies)	DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)	PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 COPY)	ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 COPY)
CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY	CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
DIVISION/SCHOOL CLEARANCE (1 COPY)	DIVISION/SCHOOL CLEARANCE (1 COPY)
PVP (3 COPIES) (if claiming for PVP)	PVP (3 COPIES) (if claiming for PVP)
SNAPSHOT FROM LANDBANK/I-ACESS PRINT OUT (WITH MAINTAINING BALANCE (1 clear copy)	SNAPSHOT FROM LANDBANK/I-ACESS PRINT OUT (WITH MAINTAINING BALANCE (1 clear copy)
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	1 Copy each
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	Photocopy of Pag-Ibig MDF with MID no.
	Photocopy of PhilHealth MDR under DepEd
	Certificate of Last Payment (from DEPED)
	Clear copy of Latest Payslip (from DEPED)
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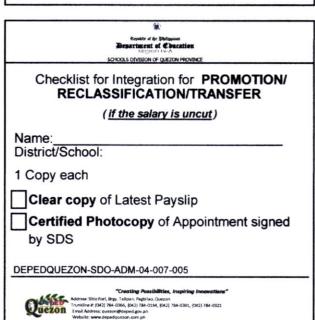
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PROMOTION (If transferred from IU/Autonomous/other Division/ Agency)
Name: District/School:
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Photocopy of Pag-Ibig MDF with MID no.
Photocopy of PhilHealth MDR under DepEd
Certificate of Last Payment (from DEPED)
Clear copy of Latest Payslip (from DEPED)
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Checklist for Integration for TRANSFER/ PROMOTION (if transferred from IU/Autonomous/other Division/ Agency)
Name: District/School:
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Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE
Checklist for Integration for PROMOTION/ RECLASSIFICATION/TRANSFER
(if the salary is uncut)
Name:
District/School:
1 Copy each
Clear copy of Latest Payslip
Certified Photocopy of Appointment signed by SDS
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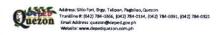




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Name: District/School:
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DEPEDQUEZON-SDO-ADM-04-007-005
"Creating Passibilities, Inspiring Innovations"

Republic of the Philippines Republic of the Philippines Republic Philippines Republic Philippines Republic Philippines SCHOOLS DIVISION OF QUEZON PROVINCE
Checklist for Integration for PROMOTION/ RECLASSIFICATION/TRANSFER
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Name:
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Bepartment of Education Checklist for Integration for ORGINAL/REEMPLOYMENT/ REAPOINTMENT Name: District/School: 1 Copy each Certified Photocopy of Appointment signed by SDS First Day of Service BIR 1905 (received by BIR) Photocopy of GSIS Business Partner # (BP) Clear Copy of Snapshot from Landbank/ i-acess print out with maintaning balance Photocopy of Pag-Ibig MDF with MID no. Photocopy of PhilHealth MDR under DepEd Clear copy of Latest Payslip (if REEMPLOYMENT/REAPPOINTMENT (Provisional SHS) from DepEd) DEPEDQUEZON-SDO-ADM-04-010-005 Countie at the Philippess Department of Concation CHOOLS DIVISION OF QUEZON PROV Checklist for Integration for ORGINAL/REEMPLOYMENT/ REAPOINTMENT Name: District/School: 1 Copy each Certified Photocopy of Appointment signed by SDS First Day of Service BIR 1905 (received by BIR) Photocopy of GSIS Business Partner # (BP) Clear Copy of Snapshot from Landbank/ i-acess print out with maintaning balance Photocopy of Pag-Ibig MDF with MID no. Photocopy of PhilHealth MDR under DepEd Clear copy of Latest Payslip (if REEMPLOYMENT/REAPPOINTMENT (Provisional SHS) from DepEd) DEPEDQUEZON-SDO-ADM-04-010-005

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DEPEDQUEZON-SDO-ADM-04-010-005

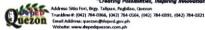
Bepartment of Concution SCHOOLS DEVISION OF QUEZON PROVINCE CHECKLIST FOR FIRST PAYMENT OF SALARY (Original Appointment/Reemployment/Transfer) District/School: DISBURSEMENT VOUCHER (3 copies) PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies) ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy) APPOINTMENT (signed by SDS-3 copies) REPORT OF FIRST DAY OF SERVICE (3 copies) OATH OF OFFICE (3 copies) FORM 7 1st month only/ PVP (3 Copies) STATEMENT OF ASSET, LIABILITIES AND NET WORTH (SALN) (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 1905 with Stamp received by the BIR (3 copies) SNAPSHOT FROM LANDBANK/I-ACESS PRINT OUT (WITH MAINTAINING BALANCE) (1 clear copy) additional requirement if TRANSFER Payroll from previous station (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) DEPEDQUEZON-SDO-ADM-04-002-004 **Creating Possibilities, Inspiring Innovations Innihine 8: (901) 784-036, (901) 784-0104, (901) 784-0391, (942) 784-0321 Innihine 8: (901) 784-036, (901) 784-0104, (901) 784-0391, (942) 784-0321 Innihine 8: (901) 784-036, (901) 784-0104, (901) 784-0391, (942) 784-0321 Innihine 8: (901) 784-036, (901) 784-0104, (901) 784-0391, (942) 784-0321

Bepartment of Chucation

SCHOOLS DIVISION OF QUEZON PROVINCE

CHECKLIST FOR FIRST PAYMENT OF SALARY (Original Appointment/Reemployment/Transfer)

Name:
DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
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APPOINTMENT (signed by SDS-3 copies)
REPORT OF FIRST DAY OF SERVICE (3 copies)
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Republic of the Politopiens	Westellin of the Delispiece Department of Concention Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE
CHECKLIST FOR FIRST/SECOND PAYMENT OF SALARY DIFFERENTIAL OF NEWLY PROMOTED AND RECLASSIFIED PERSONNEL	CHECKLIST FOR FIRST/SECOND PAYMENT OF SALARY DIFFERENTIAL OF NEWLY PROMOTED AND RECLASSIFIED PERSONNEL
Name:	Name: District/School:
DISBURSEMENT VOUCHER (3 copies)	DISBURSEMENT VOUCHER (3 copies)
PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)	PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies)
ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy)	ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy)
APPOINTMENT (signed by SDS-3 copies)	APPOINTMENT (signed by SDS-3 copies)
REPORT OF FIRST DAY OF SERVICE (3 copies)	REPORT OF FIRST DAY OF SERVICE (3 copies)
FORM 7 CORRESPONDING MONTHS CLAIM/ PVP (3 copies)	FORM 7 CORRESPONDING MONTHS CLAIM/ PVP (3 copies)
LATEST PAYSLIP	LATEST PAYSLIP
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Bepartment of Concation SCHOOLS DIVISION OF QUEZON PROVINCE CHECKLIST FOR FIRST/SECOND PAYMENT OF SALARY DIFFERENTIAL OF NEWLY PROMOTED AND RECLASSIFIED PERSONNEL Name: District/School: DISBURSEMENT VOUCHER (3 copies) PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies) ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy) APPOINTMENT (signed by SDS-3 copies) REPORT OF FIRST DAY OF SERVICE (3 copies) FORM 7 CORRESPONDING MONTHS CLAIM/ PVP(3 copies) LATEST PAYSLIP DEPEDQUEZON-SDO-ADM-04-006-004 Address: Stilo Fon, Brgy, Tailipan, Peghilao, Quetan Trunkline B. (942) 784-0386, (942) 784-0184, (942) 784-0391, (942) 784-0321 Email Address: queton@deped.gov.gh Website: www.depedqueton.com.ph

sertment of Concetion SCHOOLS DEVISION OF QUEZON PROVINCE CHECKLIST FOR FIRST/SECOND PAYMENT OF SALARY DIFFERENTIAL OF NEWLY **PROMOTED** AND RECLASSIFIED PERSONNEL Name: District/School: DISBURSEMENT VOUCHER (3 copies) PAYROLL IF MORE THAN 1 CLAIMANTS (3 copies) ORIGINAL COPY OF DTR (CORRESPONDING MONTH/S CLAIM) (1 copy) APPOINTMENT (signed by SDS-3 copies) REPORT OF FIRST DAY OF SERVICE (3 copies) FORM 7 CORRESPONDING MONTHS CLAIM/ PVP(3 copies) LATEST PAYSLIP DEPEDQUEZON-SDO-ADM-04-006-004 Address: Sitio Fort, Brgy, Talipan, Paghidao, Careton Tunulisien E. PAIZ, 784-0556, (242) 784-0164, (342) 784-0391, (342) 784-0321 Email Address: queson@deped.gov.ph Websits: www.depedqueson.com.ph



Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

APPLICATION FOR PERMIT TO TEACH					
			Date		
School Division Superint Schools Division of Quez Talipan, Pagbilao Quezo	zon Province				
Dear Sir/Madam;					
	uest permission to teach		s. 1966 and other CSC Circulars, connection, I am submitting the		
Name of DepEd Quezon	Employee:				
Applicant's Assignment in Name of School: Name of School	in DepEd Quezon:	_			
Office at the SDO:		Assignme	ent:		
School where the applica	ant plans to teach:				
Last Performance Rating	g as DepEd Quezon Emp	loyee:			
L	IST OF SUBJECTS TO	TEACH AS PART-TIME T	EACHER		
[] 1 st Semester [] 2	2 ND Semester [] Trime	ster [] Summer	SY 20 20		
SUBJECT/S	UNITS	DAY	TIME		
Certified Correct:					
Signature of DepEd Quezon Employee University Dean			y Dean		
RECOMMENDING APP	ROVAL:				
The undersigned shall regarding permission to		to comply strictly with a	all existing rules and regulations		
Immediate Head					
	,	Approved:			
to any profit of the control of the					
Schools Division Superintendent					
DEPEDQUEZON-SDO-ADM-04-0	022-001				



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

CERTIFICATION

I hereby certify that **FIRST NAME MIDDLE NAME LAST NAME**, POSITION of NAME OF SCHOOL AND DISTRICT, is applying for a Provident Fund.

- (1) Borrower has pending Loan Application for Private Lending Institution at (state the name of PLI and amount of monthly amortization);
- (2) Borrower has pending Loan Application for Pag-IBIG (state the amount of monthly amortization);
- (3) Borrower has pending Loan Application for GSIS (state the amount of monthly amortization);
- (4) The borrower is not on leave of absence without pay;
- (5) The net take-home pay of the borrower is still within the minimum net take-home pay required by the GAA after the regular monthly amortization due on the loan is deducted;
- (6) Monthly amortization shall be deducted from the borrower's monthly salary.

Issued this	th of	. 20
ISSUEU LIIIS	OI	. 20 .

Signature over Printed Name PRINCIPAL

(Note: For IU Verified and Signed by School's Verifier and School Head)

DEPEDQUEZON-SDO-ADM-04-023-000



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