



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



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: FEB 21 2023
By: Roman
Ref. no. DM 146-23

17 February 2023

DIVISION MEMORANDUM

DM No. 146, 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 adherence 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 of claims and other personnel benefits and the 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

Admmda02/17/2023
DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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



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


**CHECKLIST FOR SECOND PAYMENT OF SALARY-
(Original Appointment/Reemployment/Transfer)**

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)
 FIRST DAY OF SERVICE

DEPEDQUEZON-SDO-ADM-04-003-004


"Creating Possibilities, Inspiring Innovations"
 Address: Sitio Fort, 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



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


**CHECKLIST FOR SECOND PAYMENT OF SALARY-
(Original Appointment/Reemployment/Transfer)**

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)
 FIRST DAY OF SERVICE

DEPEDQUEZON-SDO-ADM-04-003-004


"Creating Possibilities, Inspiring Innovations"
 Address: Sitio Fort, 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



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


**CHECKLIST FOR SECOND PAYMENT OF SALARY-
(Original Appointment/Reemployment/Transfer)**

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)

DEPEDQUEZON-SDO-ADM-04-003-004


"Creating Possibilities, Inspiring Innovations"
 Address: Sitio Fort, 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



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

**CHECKLIST FOR SECOND PAYMENT OF SALARY-
(Original Appointment/Reemployment/Transfer)**

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)

DEPEDQUEZON-SDO-ADM-04-003-004


"Creating Possibilities, Inspiring Innovations"
 Address: Sitio Fort, 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

Checklist for Provident Fund Loan

Name: _____

District/School: _____

- Must have at least Php 5, 000.00 net pay after Provident Fund Loan.
- Fully signed application form. (2 Copies)
- Photocopy of Borrower's and Co-maker's I.D. (1 Copy)
- Original latest payslip (Borrower)
Photocopy of latest payslip Co-maker (1 Copy)
- Co-maker should have same or greater basic salary than the borrower
- Latest Service Record of Borrower
- Certificate of Pending Loan Application with other lending institutions 2 copies orig if the borrower is from IU

DEPEDQUEZON-SDO-ADM-04-020-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipian, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

Checklist for Provident Fund Loan

Name: _____

District/School: _____

- Must have at least Php 5, 000.00 net pay after Provident Fund Loan.
- Fully signed application form. (2 Copies)
- Photocopy of Borrower's and Co-maker's I.D. (1 Copy)
- Original latest payslip (Borrower)
Photocopy of latest payslip Co-maker (1 Copy)
- Co-maker should have same or greater basic salary than the borrower
- Latest Service Record of Borrower
- Certificate of Pending Loan Application with other lending institutions 2 copies orig if the borrower is from IU

DEPEDQUEZON-SDO-ADM-04-020-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipian, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

Checklist for Provident Fund Loan

Name: _____

District/School: _____

- Must have at least Php 5, 000.00 net pay after Provident Fund Loan.
- Fully signed application form. (2 Copies)
- Photocopy of Borrower's and Co-maker's I.D. (1 Copy)
- Original latest payslip (Borrower)
Photocopy of latest payslip Co-maker (1 Copy)
- Co-maker should have same or greater basic salary than the borrower
- Latest Service Record of Borrower
- Certificate of Pending Loan Application with other lending institutions 2 copies orig if the borrower is from IU

DEPEDQUEZON-SDO-ADM-04-020-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipian, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

Checklist for Provident Fund Loan

Name: _____

District/School: _____

- Must have at least Php 5, 000.00 net pay after Provident Fund Loan.
- Fully signed application form. (2 Copies)
- Photocopy of Borrower's and Co-maker's I.D. (1 Copy)
- Original latest payslip (Borrower)
Photocopy of latest payslip Co-maker (1 Copy)
- Co-maker should have same or greater basic salary than the borrower
- Latest Service Record of Borrower
- Certificate of Pending Loan Application with other lending institutions 2 copies orig if the borrower is from IU

DEPEDQUEZON-SDO-ADM-04-020-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipian, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0361, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

CHECKLIST FOR PAYMENT OF SALARY
(SUBSTITUTE)
FOR ORIGINAL APPOINTMENT

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)
- 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 (1 COPY)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

FOR REEMPLOYMENT

- 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)
- APPROVED FORM 6 (3 COPIES)
- CERTIFICATE OF FUNDS AVAILABILITY
FROM THE BUDGET OFFICE (1 COPY)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-004-005



CHECKLIST FOR PAYMENT OF SALARY
(SUBSTITUTE)
FOR ORIGINAL APPOINTMENT

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)
- 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 (1 COPY)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

FOR REEMPLOYMENT

- 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)
- APPROVED FORM 6 (3 COPIES)
- CERTIFICATE OF FUNDS AVAILABILITY
FROM THE BUDGET OFFICE (1 COPY)
- BP NUMBER (1 COPY)
- SNAPSHOT FROM LANDBANK/I-ACCESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-004-005



**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-access 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-access print out (with maintaning balance
1 copy)

DEPEDQUEZON-SDO-ADM-04-014-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talibao, 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

**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-access 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-access print out (with maintaning balance
1 copy)

DEPEDQUEZON-SDO-ADM-04-014-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talibao, 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

**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-access 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-access print out (with maintaning balance
1 copy)

DEPEDQUEZON-SDO-ADM-04-014-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talibao, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph

**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-access 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-access print out (with maintaning balance
1 copy)

DEPEDQUEZON-SDO-ADM-04-014-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talibao, 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

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-access print out (with maintaining balance 1 copy)

DEPEDQUEZON-SDO-ADM-04-013-005



"Creating Possibilities, Inspiring Innovations"
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

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-access print out (with maintaining balance 1 copy)

DEPEDQUEZON-SDO-ADM-04-013-005



"Creating Possibilities, Inspiring Innovations"
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

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) from Budget Office
- DTR (noted Maternity Leave)
- Birth Certificate (if Maternity Leave Salary)
- Payslip
- Snapshot from LANDBANK/i-access print out (with maintaining balance 1 copy)

DEPEDQUEZON-SDO-ADM-04-013-005



"Creating Possibilities, Inspiring Innovations"
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

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) from Budget Office
- DTR (noted Maternity Leave)
- Birth Certificate (if Maternity Leave Salary)
- Payslip
- Snapshot from LANDBANK/i-access print out (with maintaining balance 1 copy)

DEPEDQUEZON-SDO-ADM-04-013-005



"Creating Possibilities, Inspiring Innovations"
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

REQUIREMENT FOR LAST SALARY /PVP
(PROPORTIONAL VACATION PAY)

(IF RETIRED/RESIGNED)

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)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- SNAPSHOT FROM LANDBANK/I-ACESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-021-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipán, 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

REQUIREMENT FOR LAST SALARY /PVP
(PROPORTIONAL VACATION PAY)

(IF RETIRED/RESIGNED)

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)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- SNAPSHOT FROM LANDBANK/I-ACESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-021-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipán, 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

REQUIREMENT FOR LAST SALARY /PVP
(PROPORTIONAL VACATION PAY)

(IF RETIRED/RESIGNED)

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)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- SNAPSHOT FROM LANDBANK/I-ACESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-021-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipán, 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

REQUIREMENT FOR LAST SALARY /PVP
(PROPORTIONAL VACATION PAY)

(IF RETIRED/RESIGNED)

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)
- CERTIFICATE OF LAST PAYMENT (CLP) 1 COPY
- DIVISION/SCHOOL CLEARANCE (1 COPY)
- PVP (3 COPIES) (if claiming for PVP)
- SNAPSHOT FROM LANDBANK/I-ACESS
PRINT OUT (WITH MAINTAINING
BALANCE (1 clear copy)

DEPEDQUEZON-SDO-ADM-04-021-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipán, 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

Checklist for Integration for **TRANSFER/
PROMOTION**

(if transferred from IU/Autonomous/other Division/
Agency)

Name: _____

District/School: _____

1 Copy each

- Certified Photocopy** of Appointment signed by SDS
- BIR 1905 (received by BIR)
- Clear Copy** of Snapshot from Landbank/i-access print out with maintaining balance
- 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)

DEPEDQUEZON-SDO-ADM-04-009-005

Checklist for Integration for **TRANSFER/
PROMOTION**

(if transferred from IU/Autonomous/other Division/
Agency)

Name: _____

District/School: _____

1 Copy each

- Certified Photocopy** of Appointment signed by SDS
- BIR 1905 (received by BIR)
- Clear Copy** of Snapshot from Landbank/i-access print out with maintaining balance
- 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)

DEPEDQUEZON-SDO-ADM-04-009-005

Checklist for Integration for **TRANSFER/
PROMOTION**

(if transferred from IU/Autonomous/other Division/
Agency)

Name: _____

District/School: _____

1 Copy each

- Certified Photocopy** of Appointment signed by SDS
- BIR 1905 (received by BIR)
- Clear Copy** of Snapshot from Landbank/i-access print out with maintaining balance
- 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)

DEPEDQUEZON-SDO-ADM-04-009-005

Checklist for Integration for **TRANSFER/
PROMOTION**

(if transferred from IU/Autonomous/other Division/
Agency)

Name: _____

District/School: _____

1 Copy each

- Certified Photocopy** of Appointment signed by SDS
- BIR 1905 (received by BIR)
- Clear Copy** of Snapshot from Landbank/i-access print out with maintaining balance
- 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)

DEPEDQUEZON-SDO-ADM-04-009-005

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, 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

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, 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

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, 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

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, 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

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"

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

DEPEDQUEZON-SDO-ADM-04-007-005



"Creating Possibilities, Inspiring Innovations"



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



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

Checklist for Integration for
**ORIGINAL/REEMPLOYMENT/
REAPPOINTMENT**

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-access print out with maintaining 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



Checklist for Integration for
**ORIGINAL/REEMPLOYMENT/
REAPPOINTMENT**

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-access print out with maintaining 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



Checklist for Integration for
**ORIGINAL/REEMPLOYMENT/
REAPPOINTMENT**

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-access print out with maintaining 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



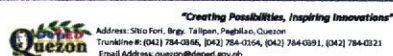
Checklist for Integration for
**ORIGINAL/REEMPLOYMENT/
REAPPOINTMENT**

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-access print out with maintaining 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



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

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)
- 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-ACCESS
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



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

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)
- 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-ACCESS
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



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 PAYSLLIP

DEPEDQUEZON-SDO-ADM-04-006-004



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipaan, 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

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 PAYSLLIP

DEPEDQUEZON-SDO-ADM-04-006-004



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipaan, 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

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 PAYSLLIP

DEPEDQUEZON-SDO-ADM-04-006-004



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipaan, 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

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 PAYSLLIP

DEPEDQUEZON-SDO-ADM-04-006-004



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fort, Brgy. Talipaan, 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



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

APPLICATION FOR PERMIT TO TEACH

_____ Date

School Division Superintendent
 Schools Division of Quezon Province
 Talipan, Pagbilao Quezon

Dear Sir/Madam;

In compliance with Republic Act 6713, Republic Act 3019, CSC MC No. 5, s. 1966 and other CSC Circulars, I have the honor to request permission to teach after office hours. In this connection, I am submitting the following data or information for your reference.

Name of DepEd Quezon Employee: _____

Applicant's Assignment in DepEd Quezon:

Name of School: _____
 Name of School District: _____

Office at the SDO: _____

Assignment: _____

School where the applicant plans to teach:

Name of School: _____
 Complete Address: _____

Last Performance Rating as DepEd Quezon Employee: _____

LIST OF SUBJECTS TO TEACH AS PART-TIME TEACHER

1st Semester 2nd Semester Trimester Summer SY 20__ - 20__

SUBJECT/S	UNITS	DAY	TIME

Certified Correct:

 Signature of DepEd Quezon Employee

 University Dean

RECOMMENDING APPROVAL:

The undersigned shall require the above-named to comply strictly with all existing rules and regulations regarding permission to teach.

 Immediate Head

Approved:

Schools Division Superintendent

DEPEDQUEZON-SDO-ADM-04-022-001



"Creating Possibilities, Inspiring Innovations"

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



Republic of the Philippines
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__.

Signature over Printed Name
PRINCIPAL

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

DEPEDQUEZON-SDO-ADM-04-023-000



"Creating Possibilities, Inspiring Innovations"

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