

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 May 2022

DIVISION MEMORANDUM DM No. 312, s. 2022

SUBMISSION OF PERTINENT DOCUMENTS OF ALL NEWLY HIRED, PROMOTED, AND RECLASSIFIED TEACHING AND NON-TEACHING PERSONNEL FOR SALARY PAYMENT AND INTEGRATION FOR THE 2ND QUARTER OF CY 2022

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

- To expedite the processing of salary payment and integration for the 2nd quarter of CY 2022, 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.
- 3. Deadline of submission is on or before May 30, 2022. As such, submit pertinent papers to the division office or respective sub-offices.
- 4. Hereto attached is the copy of checklist for claims and other benefits.
- Immediate 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

Admmdda05/10/2022

DEPEDQUEZON-TM-SDS-04-009-003



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

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

Payroll Clerk/AO II

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Processing of Salary Integration

Payroll Clerk/AO II

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



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

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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 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)
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Photocopy of PhilHealth ID and MDR under DepEd
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Agency)

Name:
District/School:
1 Copy each
Certified True Copy of Appointment signed by SDS
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First Day of Service
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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 IU/Autonomous/other Division/

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Clear copy of Latest Payslip
Certified True Copy of appointment signed by SDS
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First Day of Service
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CHECKLIST FOR MATERNITY DOUBLE PAY/SALARY

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SCHOOLS DIVISION OF QUESTION PROVINCE

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IF RETIRED/RESIGNED

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