



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



01 June 2023

DIVISION MEMORANDUM

DM No. 386, s. 2023

SUBMISSION OF PERTINENT DOCUMENTS OF ALL NEWLY HIRED, PROMOTED AND RECLASSIFIED TEACHING AND NON-TEACHING PERSONNEL FOR SALARY PAYMENT AND INTEGRATION FOR THE SECOND QUARTER OF CY 2023

TO: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Elementary/Secondary School Heads
All Others Concerned

1. To expedite the processing of salary payment and integration for the 2nd quarter of CY 2023, 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 in the Regional Payroll Service Unit (RPSU).
3. Deadline of submission of pertinent documents to the sub-offices is on or before June 12, 2023 to be forwarded for final processing to the Administrative Section (Payroll) on or before June 19, 2023.
4. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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