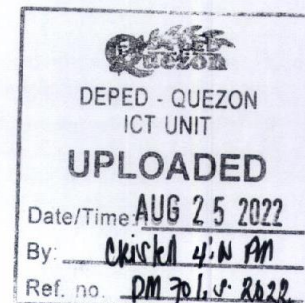




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 August 2022

DIVISION MEMORANDUM

DM No. 701, s. 2022

**UTILIZATION OF AUTOMATED STATUS FOR SALARY
PAYMENT AND INTEGRATION (KIOSK V. 1)**

TO: Assistant Schools Division Superintendents
Elementary/Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. As of 15 August 2022, there are 18,629 personnel under the Department of Education Division of Quezon. This includes both teaching and non-teaching personnel whom are spread out in four districts of Quezon Province. There is an increase with the demands in the processing of all newly hired, promoted and reclassified teaching and non-teaching personnel for salary payment and integration, hence the level of commitment towards the delivery of services was amplified. As such, there is a need to establish an effective and efficient practice in delivering government services.
2. The primary objective of the KIOSK v.1 is to provide a platform for internal and external clients in assisting concerns on the status of payroll, salary integration, BP Number, list of requirements and promote seamless transactions or shortening processing times in coherent to the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. The system can automatically generate printed copy of clients' request.
3. The KIOSK v.1 is located at the Administrative Section, SDO Quezon, Talipan. Access and utilization of the said system is self-service. See enclosure 1 for the system interface and enclosure 2 for system demonstration and testing.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

lct /wbp/08/22/2022

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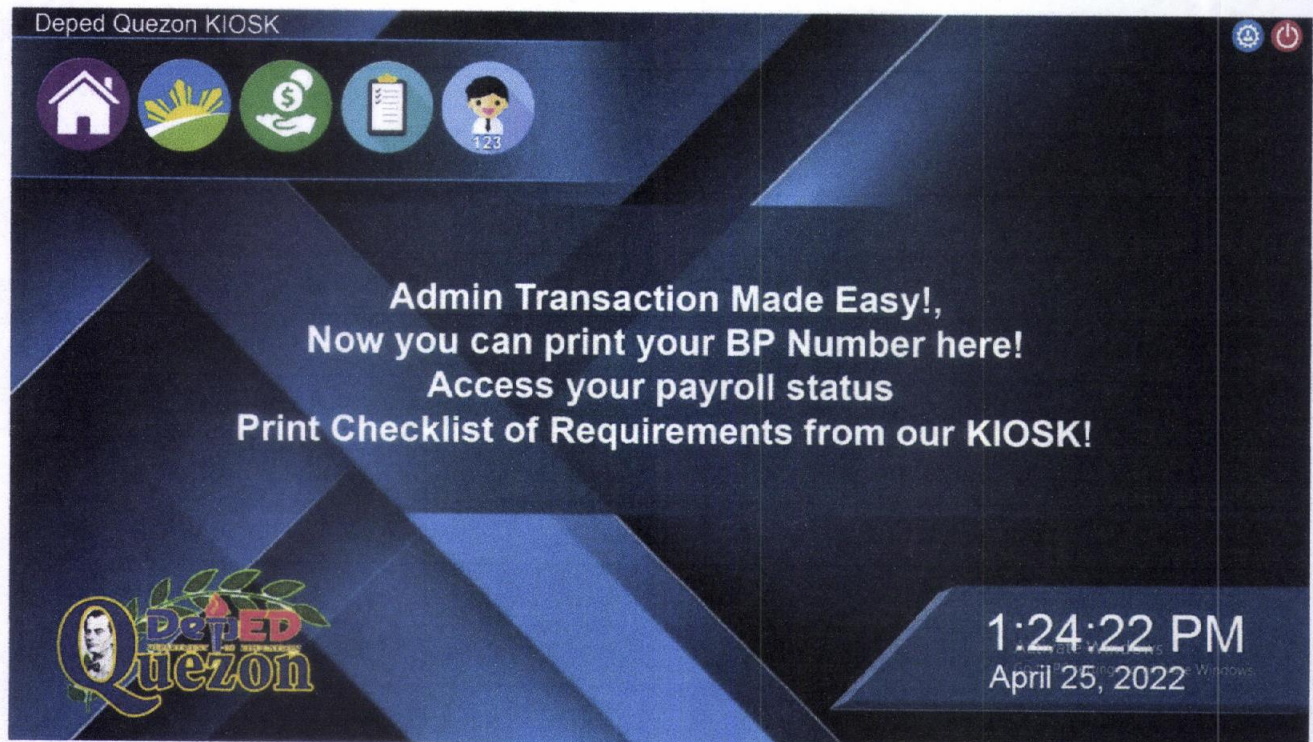
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Enclosure 1 to DM 70, s. 2022

**AUTOMATED STATUS FOR SALARY PAYMENT AND
INTEGRATION KIOSK V. 1 SYSTEM INTERFACE**



MAIN FORM/HOME SCREEN

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CLIENT REGISTRATION

Full Name: <input type="text"/>	User Name: <input type="text"/>
District/School: <input type="text"/>	Password: <input type="text"/>
Designation: <input type="text"/>	Confirm Password: <input type="text"/>

In relation with the Republic Act 10173-Data privacy Act of 2012, the information and data that I will get/view will only be used and accessed by necessary Staff/Personnel of Deped Quezon. I understand that the data must be held securely and will not be distributed to third parties.

I agree to the terms and policy of Project Kiosk of Deped Quezon

REGISTER

CLIENT REGISTRATION FORM

Deped Quezon KIOSK

BP NUMBER

2005672720

DELA CRUZ Last Name	JUAN First Name	11/28/1997 Date of Birth
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9:39:00 AM
April 25, 2022

BP NUMBER SEARCH RESULT

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Deped Quezon KIOSK

PAYROLL STATUS

Period Covered	Payment Type	Batch Number	DTS No.	User In Charge	DATE/USER
2020JAN 6-12	Sal-Subst	1st Batch-Sub 2020	271059		2/19/2020
2020FEB 10-20	Sal-Subst	1st Batch-Sub branche off 2020	271059		2/19/2020
2020FEB 10-20	Sal-Subst	Batch 10th Substitute	289648		2/14/2020
2020MAR 1-31	Sal-Subst	Batch 12th Substitute	289648		2/14/2020
2020DEC 9-9	PEI	Batch 1 PEI 2020	ad111720-100361	jay	12/11/2020
2020SEP 20-30	Reg Salary	Batch 27 Reg Pay	RA120320-101334	edvel	12/11/2020
2020SEP 20-30	P.E.R.A	Batch 27 Reg Pay		edvel	12/11/2020

AGUHO Last Name ARVIN First Name 2 Station Code

9:40:35 AM
April 25, 2022

PAYROLL STATUS SEARCH RESULT

Deped Quezon KIOSK

CHECKLIST

DepEd - DIVISION OF QUEZON	DepEd - DIVISION OF QUEZON
<p>CHECKLIST FOR FIRST PAYMENT OF SALARY- ELEM, JHS, SHS (Newly Hired/Natural Vacancy/Original Appointment/Reemployment/Transferee)</p> <p>Name: _____ District/School: _____</p> <p><input type="checkbox"/> PAYROLL (3 copies)</p> <p><input type="checkbox"/> ORIGINAL COPY OF DTR (CORRESPONDING MONTH'S CLAIM) (1 copy)</p> <p><input type="checkbox"/> APPOINTMENT (signed by SDS-3 copies)</p>	<p>CHECKLIST FOR FIRST PAYMENT OF SALARY- ELEM, JHS, SHS (Newly Hired/Natural Vacancy/Original Appointment/Reemployment/Transferee)</p> <p>Name: _____ District/School: _____</p> <p><input type="checkbox"/> PAYROLL (3 copies)</p> <p><input type="checkbox"/> ORIGINAL COPY OF DTR (CORRESPONDING MONTH'S CLAIM) (1 copy)</p> <p><input type="checkbox"/> APPOINTMENT (signed by SDS-3 copies)</p>

9:41:31 AM
April 25, 2022

CHECKLIST SEARCH RESULT

DEPEDQUEZON-TM-SDS-04-009-003



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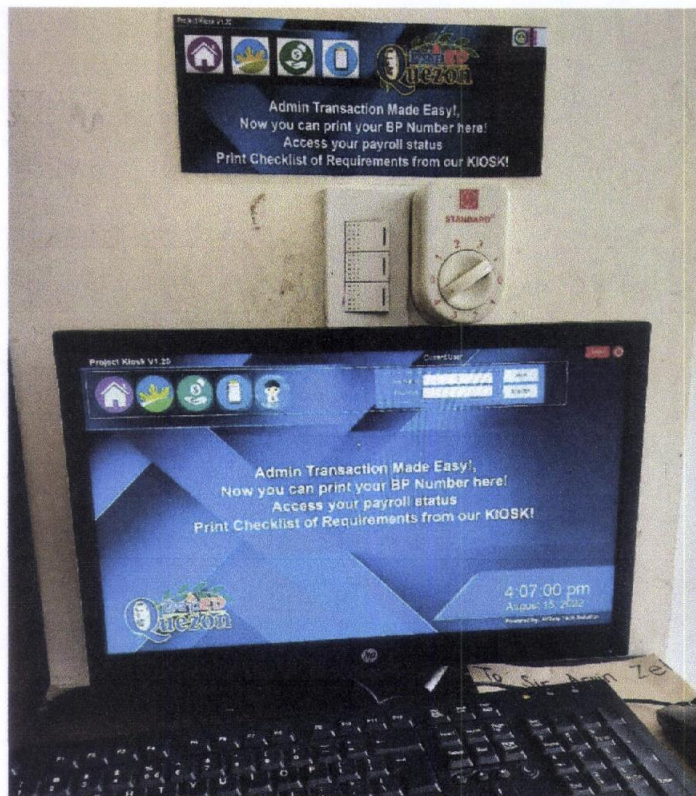
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Enclosure 2 to DM 72, s. 2022

**AUTOMATED STATUS FOR SALARY PAYMENT AND INTEGRATION KIOSK V.1
SYSTEM DEMONSTRATION AND TESTING**



DEPEDQUEZON-TM-SDS-04-009-003



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