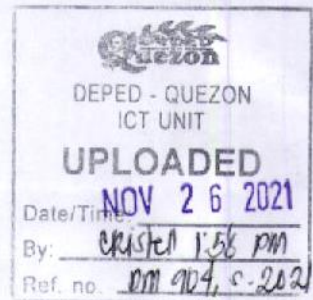




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 November 2021

DIVISION MEMORANDUM

DM No. 904, s. 2021

**GUIDELINES ON THE PREPARATION OF PAYROLL FOR THE PROVINCIAL
GOVERNMENT INCENTIVES FOR TEACHING AND NON-TEACHING PERSONNEL**

To: OIC - Assistant Schools Division Superintendents,
Division Chiefs,
Unit/Section Heads,
Public Schools District Supervisors,
Elementary and Secondary School Heads,
All Others Concerned

1. In relation to the previous Provincial School Board (PSB) Meeting, and with reference to PROJECT TULAY (*Tulong at Alalay*), a financial assistance project under the engagement program in revitalizing DepEd Quezon's Learning Continuity Plan dubbed as *Sulong Edukalidad: Bawat Isa ay Kaagapay sa Pagpapatuloy ng Edukasyon Para Sa Mga Batang Quezonian*, this Office issues the following set of guidelines to the field for guidance in the preparation of Payroll for teachers and non-teaching personnel incentives provided by the Provincial Government of Quezon through the Honorable Governor Danilo E. Suarez.
2. Only those teachers and non-teaching personnel with permanent and locally funded/Casual/ job order appointment as of June 30, 2021 are intitled to receive the cash incentives of assistance, provided that they **are still in the service** as of the date of grant of such incentives and to ensure that they are still around to receive their benefits, retired personnel from January 2020 to June 2, 2021 are excluded.
3. Teaching and non-teaching personnel with regular permanent appointment as of the cut-off date need to submit their school's Form 7 to support their claim for the incentives. Locally funded teachers should submit certification from local executive or Mayor and noted by the Schools Division Superintendent through the ASDS In-Charge.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Transferees who meet the requirement and are not in the Form 7 of the present schools should submit a certification/appointment from their present School Head that they have a regular permanent appointment in that school. Their names must not appear in the former station's payroll. Teaching and non-teaching personnel who has change of name due to marriage are advise to submit marriage contract and appointment.
5. PTA-funded Teachers, both elementary and secondary are not entitled to receive the incentive.
6. Implementing Units (IUs) shall prepare their own payroll, while non-IUs shall prepare their payroll through the assigned Administrative Assistants and/or Administrative Officer II for each Municipalities to be submitted in SDO-Pagbilao on or before the following schedule:
 - December 6, 2021 - Municipalities under 1st and 2nd Congressiona Districts
 - December 9, 2021 - Municipalities under 3rd and 4th Congressional Districts
7. The following documents should be attached on payroll and are duly checked/verified through Personnel Section's In-Charge:
 - Form 7
 - Certification of the School Heads on the list of personnel entitled to receive the incentive.
 - Notarized Special Power of Attorney (SPA) – for the representative/s that will claim their incentive on behalf of them.
8. Immediate dissemination of this Memorandum is desired.

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

TMasds11/25/2021

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