



Republic of the Philippines
Department of Education
DIVISION OF SOUTH COTABATO

NOV 21 2019

DIVISION MEMORANDUM

OSDS No. 87, s. 2019

SUBMISSION OF REQUIRED DOCUMENTS FOR DIFFERENTIAL

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The Salary Step Increment of the following Personnel (See attached list.) have already been integrated in the payroll effective October 2019. In line with this, all concerned personnel are directed to process their differential payment.
2. To claim Salary differential, personnel concerned are directed to submit the following documents to the Clustered Administrative & Financial Services, observing the indicated timelines:

DOCUMENTS	TIMELINES
1. Payslips/Payroll two (2) months before integration 2. Payslips/Payroll during integration 3. Payslips/Payroll three (3) months before the effectivity of skipped step increment.	Submit to Clustered Administrative & Financial Services (OSDS Satellite Office) within five (5) working days from release of required payslip

Example (Integrated to Payroll)

Month Integrated to Payroll	Month of Payslip/Payroll to be submitted
March 2019	January, February and March 2019

Example (Skipped Step Increment)


Skipped Step increment effective	Payslips/Payroll to be submitted
August 04, 2014	May, June and July 2014


SDOSC-OSDS-DIO-NM-v1.0r0.0, effective 09/24/2019



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3. Clustered Administrative & Financial Services - Administrative Clerk shall evaluate the documents submitted, prepare the documentary requirements, and submit the payroll and other requirements to the Schools Division Office within ten (10) working days from receipt of complete payslips/payroll.
4. For Secondary Schools with non-teaching Plantilla personnel, the school designated personnel in-charge shall be responsible for the consolidation of documentary requirements, preparation of payroll and submission of documents to the Schools Division Office.
5. The release of the benefits of teachers depends on the date of submission.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Encl: As stated
Reference: none


ALLS/NM-submission of required documents for differential
/November 21, 2019


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