



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

12 September 2024

DIVISION MEMORANDUM
OSDS No. 163 s. 2024

**REVISED GUIDELINES ON THE SUBMISSION OF DOCUMENTARY
REQUIREMENTS FOR SALARY REQUEST AND INTEGRATION TO PSU
NEWLY HIRED AND TRANSFERRED PERSONNEL**

To: Schools Division Office Personnel
Schools Public Supervisors/ Principal In-Charge
Public Elementary & Secondary School Heads
Public Elementary & Secondary Teachers
All Others Concerned

1. In line with DepEd MATATAG Agenda, this division ensures a timely release of salaries and benefits of teachers through a streamlined submission of requirements for salary request and integration to payroll of newly hired and transferred personnel.
2. In requesting for salary of newly hired and transferred personnel, personnel concerned shall submit only their Daily Time Record (DTR) with the applicable attachments such as but not limited to Certificate of Appearance, Memorandum, Work Week plan & Accomplishment Report in case of Suspension of classes.
3. All other required documents required by Commission on Audit (COA) shall be attached by the division payroll unit.
4. To ensure completeness of the requirements for salary request and integration, newly hired and transferred personnel shall submit Assumption of Duty signed by the School Head, to their Administrative Officer II, within two (2) days after the first day of duty. The concerned AO II shall then forward the duly signed Assumption to Duty to the SDO Liaison officer within three (3) days after receipt of the said document.
5. Additionally request for salary shall be done on monthly bases, thus newly hired and transferred personnel are enjoined to submit their DTRs with all other applicable documentary requirements on or before the 5th day of the following month through their school Administrative Officer II which shall be submitted to the Division Payroll Unit.



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6. All other provisions set by other related issuances that are inconsistent with this memorandum are repealed, rescinded, or modified accordingly.
7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

SALARY

BENEFITS

lbl/dm- revised guidelines on the submission of documentary requirements for salary request and integration to psu newly hired and transferred personnel

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