



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 24, 2021

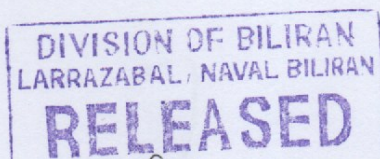
DIVISION MEMORANDUM

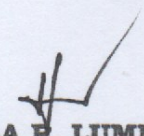
No. 072 s. 2021

PAYROLL INCLUSION OF NEWLY-HIRED PERMANENT PERSONNEL

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
ALL SDO PERSONNEL
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEM. AND SEC. SCHOOL HEADS
This DIVISION

1. The field is hereby informed that the newly-hired permanent personnel which are not yet included in the Regional Payroll System Unit (RPSU) shall be included in the monthly payroll starting March 2021.
2. To facilitate the payroll inclusion, the School Head shall indorse thru the Public School District Supervisor, the **name of the personnel together with the needed requirements for salary claim** listed below **on or before March 3, 2021**.
 - a. Approved DTR (3 copies original) with Biometric Printout and attachments
 - b. Certified True Photocopy of log sheet (if not enrolled in biometric)
 - c. Certificate of Assumption to Duty or SO- Assignment Order
 - d. Appointment and Oath of Office
 - e. SALN
 - f. TIN, GSIS, Philhealth, Pag-ibig Employee Numbers
 - g. LBP Savings Account Number
3. In the succeeding months, the School Head/Public School District Supervisor shall include them in the Form 7 and submit their Daily Time Record and its attachments within the deadline.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.




JUDELLA R. LUMPAS EdD, CESO VI
OIC-Schools Division Superintendent



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KASTIKAS
Kastam Alang Sa Igoong Biliranon Kaabag Ang Sociedad
"Alive, Be Counted, Achieve!"

Page 1 of 1