




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 192, s. 2014

TO : **PUBLIC SCHOOL DISTRICT SUPERVISORS**
SCHOOL HEADS (Secondary and Elementary)

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **REQUIREMENTS FOR FIRST SALARY CLAIMS AND FOR INTEGRATION TO THE PSU PAYROLL**

DATE : June 30, 2014

1. Please advise your newly-hired teachers (NEP, natural vacancy or transferees from other divisions/stations) to prepare the following requirements for their first salary claims and for their integration to the PSU payroll:

For the First Salary claim:

- a. Daily Time Record (DTR) – four (4) copies
- b. Appointment – three (3) copies
- c. CSC Form 203 (Certification of Appointment) – three (3) copies
- d. BIR (1902 OR 2305) – one (1) original and two (2) photocopies
- e. MDR (Philhealth) – three (3) copies
- f. GSIS (Membership) – three (3) copies
- g. PAG-IBIG (Approved Membership) – three copies
- h. Letter of Introduction (Approved and verified) – 2 copies
- i. First Day of Service – three (3) copies
- j. Panunumpa – three (3) copies
- k. Statement of of Assets, Liabilities and Net worth – three (3) copies

Additional requirements for Transferees:

- a. Clearance from the Division and/or School
- b. Certificate of Last Salary and other Benefits Received

For Integration:

- a. Appointment (duly attested by the CSC) – two (2) copies
 - b. CSC Form 203 (Certification of Appointment) – two (2) copies
 - c. BIR (1902 OR 2305) – two (2) copies
 - d. MDR (Philhealth) – two (2) copies
 - e. PAG-IBIG (Approved) – one (1) copy
 - f. GSIS (BP) – one (1) copy
 - g. LBP (Letter of Introduction) – 1 copy
 - h. First Day of Service – two (2) copies
2. All requirements should be securely fastened in a long brown folder. Lacking in any of these requirements will be not received.
 3. Please be guided accordingly. Immediate dissemination of this Memorandum is desired.

