




Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 297, s. 2024

TO: Public Schools District Supervisors
Secondary and Elementary School Heads
ALL SUBSTITUTE AND NEWLY HIRED PERSONNEL

FROM: 
JOSE L. DONCILLO, CESO V
School Division Superintendent

DATE: December 11, 2024

SUBJECT: SUBMISSION OF SALARY CLAIMS FOR SUBSTITUTE TEACHERS AND
NEWLY HIRED PERSONNEL

1. To expedite the timely payment of salaries for newly-hired personnel and substitute teachers and in compliance with Government Auditing Code of the Philippines (PD No. 1445 Section 4(6)), this Office hereby inform and remind all concerned personnel with salary claims for the month of November to submit a complete set of documentary requirement for salary claims **on or before December 15, 2024** at the Division Human Resource Office.
2. The following are the complete list of **required documentary requirements** for salary claim, to wit:
 - a. 2 original copies of Form 48/DTR per month
 - b. 1 photocopy of the first copy of appointment
 - c. 1 photocopy of the signed advice
 - d. 1 photocopy of the Assignment Order (except for substitute)
 - e. 1 photocopy of Form A (Landbank Current Account)
 - f. 1 photocopy of MDR (Philhealth Number)
 - g. 1 photocopy of MDF (Pag-ibig)
 - h. 1 photocopy of BIR 1902 (TIN)
 - i. 4 copies of SALN (except for substitute)
 - j. 1 copy of Updated Service Record
3. School heads are directed to ensure the completeness and correctness of documentary requirements for salary claims as well as to extend necessary assistance to our personnel.



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4. Further, to streamline the process of payment of salaries and maintain congruency with the department's internal rules and regulation, substitute teachers and newly-hired personnel are hereby directed to submit their claims every **4th of the month starting January 2025**, if it falls on a holiday or weekend, the submission shall be on the next working day.
5. Immediate and wide dissemination of this Memorandum to concerned is hereby enjoined.



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