



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

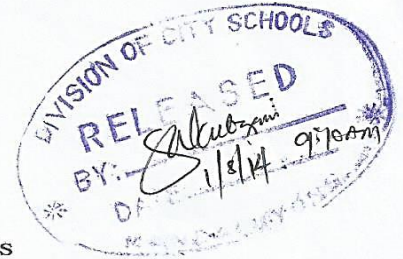
Tel. no. 533-60-85 Fax. no. 532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



January 7, 2014

MEMORANDUM

TO: OIC – ASDS
Administrative Officer V
Section Chiefs
Principals, Public Elementary and Secondary Schools



SUBJECT: SUPPLEMENTARY PAYROLL

Supplementary payrolls are being prepared for our teaching and non-teaching employees due to:

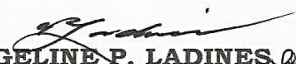
1. omission in the regular payroll caused by different circumstances
 - incurrence of more than nine (9) days absences without pay
 - error in the Monthly Payroll Worksheet and Report of Service (Form 7) submitted by schools
2. salary refunds
3. step increments/salary adjustments

To facilitate the preparation of supplementary payroll for items (1) and (2), the teacher or non-teaching employee concerned must submit to the Division Office the following necessary documents:

1. Request letter indicating the reason of omission or justification in cases of salary refunds;
2. Certification from the Principal
3. Photocopy of payrolls for the month when the concerned is omitted and the month prior to the omission
4. Photocopy of payslip for salary refund

To follow-up the status of the said request, kindly look for or call Ms. Mercy Racelis of the Budget and Accounting Section with telephone numbers 533-6085 local 108. Follow-up can be made after three (3) to five (5) days from the date of receipt of the requirements from the Office of the Principal.

Wide and immediate dissemination of this memorandum is desired.


EVANGELINE P. LADINES
OIC – Schools Division Superintendent