



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

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April 16, 2014

MEMORANDUM


TO: Assistant Schools Division Superintendent  
Principals, Public Elementary and Secondary Schools  
Personnel Unit  
Budget and Accounting Unit

SUBJECT: SUBMISSION OF MID-YEAR BONUS AND ½ CASH GIFT PAYROLL FOR  
CY 2014

As per meeting conducted last April 15, 2014, please submit your payroll for Mid-Year Bonus and ½ Cash Gift on or before April 22, 2014.

Furthermore, please submit also an updated list of your Nationally Paid Teaching and Non-teaching personnel with their corresponding LBP payroll account number in order to verify and update also our database that is being used to download personnel benefits thru ATM transfer. Please use attached sample format for reference and submit the same on or before April 25, 2014.

Immediate and wide dissemination of this memorandum is desired.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent

