

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

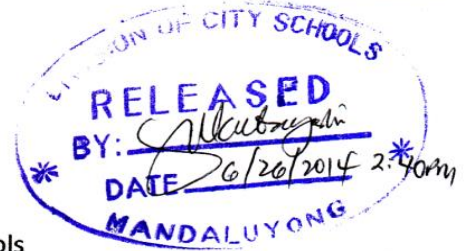


DIVISION MEMORANDUM NO: 22, S. 2014

Date : June 26, 2014

To : Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools
Mandaluyong Teachers Federation Officers and Board Members
Faculty Club Presidents of All Schools
Personnel In-charge of Preparation of Additional Allowance and Rice Subsidy

Subject : **PREPARATION OF PAYROLL ON ADDITIONAL ALLOWANCE**



1. After conscientious contemplation on some concerns raised during the meeting with some of the Principals, Mandaluyong Teachers' Federation Officers and Board Members, Faculty Presidents/Representatives of each school and selected Education Program Supervisors and Personnel held on June 25, 2014 re: Additional Allowance and Rice Subsidy, **specifically on the deductions of absences without pay on the Additional Allowance** from the SEF and eventually from the GF, the undersigned reviewed certain Civil Service Commission (CSC) guidelines on salaries and benefits of government employees. Similarly, this Office sought out the legal advice of CSC authorities on the said matter.
2. Accordingly, since there is no particular CSC provision on the said benefits nor any School Board Resolution and minutes/proceedings that would support the need for deducting absences on the Additional Allowance, it is just and clear that the said benefits is applied to favor the employees.
3. Thus, starting July 2014, **only leave of absence without pay whether vacation or sick leave of one (1) month and more shall be deducted from the Additional Allowance .**
4. **To expedite processing the Additional Allowance as well as to receive the said benefits on time, payroll for July 2014 and succeeding months must be submitted before the end of the current month (e.g. July 2014 payroll must be submitted before June 30, 2014, August 2014 payroll must be submitted before July 31, 2014, and thereafter)** to the Division Office c/o Ms. Clarence Mae Boquiren, Personnel In-charge of Additional Allowance and Rice Subsidy.
5. Principals are requested to strictly monitor the timely submission of payrolls to avoid delay. School Faculty Presidents are likewise expected to check the on-time submission of school payroll.
6. Should you have any queries please feel free to call Ms. Boquiren of Accounting Unit and Ms. Marian A. Soriano, Division HRM Officer.
7. Please be guided accordingly.


EVENGELINE P. LADINES
Schools Division Superintendent