

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

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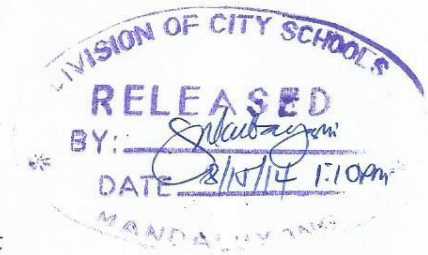


MEMORANDUM

Date: August 15, 2014

To: **Assistant Schools Division Superintendent**
Administrative Officer V
Public Schools District Supervisor
Elementary and Secondary Public School Principals
Elementary and Secondary Public School Bookkeepers

Subject: **PROCESS FLOW OF PAYMENT OF SALARIES OF DIVISION-PAID**
TEACHERS (NEWLY-HIRED)



This office would like to reiterate to the field the steps/processes being followed in the preparation and payment of salaries of our newly-hired teachers, to wit:


- *Teachers will render services up to the last working day of the month, then, they will prepare their Daily Time Record (DTR) which will be submitted to the Office of the Principal;*
- *Office of the Principal will check and validate submitted DTRs;*
- *Office of the Principal will consolidate all DTRs and submits the same together with the Form 7 to the Division Office – Personnel Section before the 5th of the month (NOTE: Every 5th of the month is the designated deadline for submission of Form 7 to the Regional Office);*
- *Personnel Section will check/validate submitted Form 7 and records tardiness and absences of teachers;*
- *Personnel Section will segregate the DTRs and prepare the payroll of our newly-hired teachers which will be then given to the Budget and Accounting Section for checking;*
- *If there are no corrections on the payroll, the Budget and Accounting Section will prepare the Obligation Request and Disbursement Voucher for signature of the Administrative Officer V, Division Accountant and the Schools Division Superintendent;*
- *The signed Obligation Request and Disbursement Voucher will be forwarded to the Cash Section for preparation of checks/ADA (Auto-Debit Account facilities) and the corresponding Bank Advice for signature of our Cashier and Schools Division Superintendent;*
- *Signed checks will be released to our teachers, while the salaries of teachers who are paid thru ADA will be automatically credited to their bank accounts.*

Nevertheless, there are some instances that can cause the delay of the release of our teachers' salaries. For this reason, we strongly advise our schools to adhere to the set deadlines so as not to hinder our operations.

We expect our School Heads to be able to explain this process thoroughly and effectively to our teachers once they inquire about their salaries, and let them be reminded that this has been clarified during their Induction Program.

Our School Heads are also reminded that memorandum such as this must be posted to the school's Bulletin Board.

Wide and immediate dissemination of this memorandum is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent