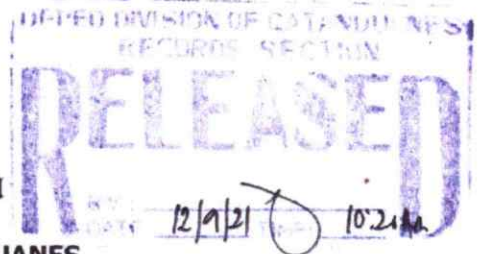




Republic of the Philippines  
Department of Education  
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



**URGENT!!!**

MEMORANDUM TO:  
OSDS-PER-UM-12-9-21/mb1

TO : **Chiefs, CID & SGOD**  
**Section Heads**  
**Public Schools District Supervisors**  
**Elementary & Secondary School Heads/OIC's**  
**Non-Teaching Personnel**

FROM :   
**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

SUBJECT: **CALL-UP FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE PROCESSING OF SALARY and OTHER BENEFITS**

DATE : December 9, 2021

1. All newly hired employees who are not yet incorporated to regular payroll are hereby directed to submit in advance your December DTR and other pertinent documents for early processing of salary. The same shall be applied to all the eligible schools and ALS for Special Hardship Allowance.
2. All employees who will return to duty from Maternity leave this December must submit the required documents in advance to expedite the process of payment.
3. Please submit the pertinent documents **to Personnel Transaction Window on or before DECEMBER 13, 2021 (Monday).**
4. For immediate and strict compliance.



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