



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)

SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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EASED

Division of Catanduanes

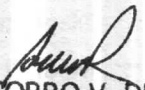
SECTION

JUN 20 2019

Time: 3:00 PM
Title/Signature: [Signature]

Division Memorandum

To : Chiefs, SGOD and CID
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

From : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Subject : **Process Flow and Guidelines in the Issuance of Appointment and Release of Salary of All Newly Hired Personnel**

Date : June 20, 2019

1. In line with the policy of this Office to review existing processes and regulations with a view to continuously improve the delivery of education services, this memorandum is hereby issued to clarify the process and simplify documentary requirements for issuance of appointment and release of salary for newly-hired personnel.
 - a. All newly-hired teaching and non-teaching personnel are covered by these protocols;
 - b. All personnel are encouraged to start processing requests/documents/applications as early as possible;
 - c. Concerned SDO officers/staff must act on requests/documents/applications immediately to avoid delays.
2. The following Citizen Charter reiterates the documentary requirements, process flow and guidelines (See enclosure).
3. School Heads and District Bookkeepers are advised to post in the Schools/District Office this memo together with the enclosed Citizen Charter for request/application/claims for guidance.
4. School Heads, SDO and District Bookkeepers/Administrative Officers/Administrative Assistants shall work hand-in-hand to carry out the process and facilitate the submission of documentary requirements of newly-hired personnel.
5. These guidelines shall take effect immediately. All DepEd issuances, provisions in the Citizen Charter not otherwise inconsistent with this guidelines, shall remain in full force and effect.
6. For information, guidance and compliance.

CITIZEN CHARTER ON ISSUANCE OF APPOINTMENT

STEP	TIMELINE (UNDER NORMAL CIRCUMSTANCES)	SECTION IN CHARGE	DOCUMENTARY REQUIREMENT	AMOUNT
Check the completeness and veracity of documents submitted	5 min	Personnel	**Assignment Order – 3	None
Stamp as received the folder of documents	1 min	Personnel	1 ST Day of Service – 3	
Record received folder of documents on logbook	3 min	Personnel	Eligibility – 2	
Check date of publication, posting, assessment, deliberation; note dates on Assignment and Advice (with Item No. and Page No.)	2 min	Personnel	GSIS MIS – 1	
Prepare and print the Appointment	5 min	Personnel	Marriage Contract – 1	
Update the PSIPOP	3 min	Personnel	Medical Certificate – 1	
Prepare Transmittal for signature facilitation to Division Official	5 min	Personnel	Drug Test Result – 1	
Facilitate signing of appointment to Division Official	2 weeks (9,600 min)	Personnel	Blood Test Result – 1	
Prepare Transmittal for CSC with Date of Appointment	30 min	Personnel	Urinalysis Test Result – 1	
Facilitate signing of CSC Transmittal to Division Official	3 hours (180 min)	Personnel	X-ray Test Result – 1	
Contact appointee to receive copy of Duly Approved Appointment	2 weeks (9,600 min)	Personnel	NBI Clearance – 1	
Segregate copies for CSC, Division 201 File/Regular Salary, Region 201 File/PSU Regular Payroll, Initial Salary	10 min/folder	Personnel	Neuro Psychiatric Test Result – 1	
Forward Transmittal and Approved Appointments to Admin Records Section for forwarding to CSC	5 min	Personnel	Oath of Office – 5	

PDF – 4
PDS – 4
PSA Birth Certificate – 2
(Self and Children)
TOR – 1
*Performance Rating – 1
*Service Record – 3
White Long Folder – 1
Yellow Expanded Folder – 1
Green Expanded Folder – 1
White Expanded Folder – 1

Legend:
*From other agency
**Issued by HRM Personnel Unit
- Number of Copies

Upon receipt of advice, newly-hired teacher/personnel shall accomplish all the documentary requirements as early as possible and submit to the Division Personnel Section within first two weeks of service.

CITIZEN CHARTER ON RELEASE OF INITIAL SALARY

STEP	TIMELINE (UNDER NORMAL CIRCUMSTANCES)	SECTION IN CHARGE	DOCUMENTARY REQUIREMENT	AMOUNT
Receive and check the completeness and veracity of documents	1 min	Personnel	**Appointment – 14	None
Stamp as received the folder of documents	1 min	Personnel	BIR Form 2305 – 14	
Record received folder of documents on logbook	1 min	Personnel	CS Form 48 DTR – 2	
Encode and post the data on the computer	10 min	Personnel	Leave Form 6 – 4 (if applicable)	
Print payroll and prepare DV	5 min	Personnel		
Forward to Accounting Section	2 min	Personnel	Pag-Ibig MID No. – 3	
Check the completeness, veracity of data and payroll as proof of payment for service rendered	30 min	Accounting	PhilHealth MDR – 3	
Forward to Budget Section	3 min	Accounting	ATM Current Account – 14	
Obligate the DV by assigning obligation number as proof of funds allotment	15 min	Budget	SALN – 3	
Forward to Accounting Section	3 min	Budget	Certificate of Appearance (Attendance to Training; if applicable) - 1	
Assign a DV Number as proof of payment and post to subsidiary ledger of PS	30 min	Accounting		
Sign the DV and post to Enhanced Financial Reporting System (EFRS)	30 min	Accounting		
Prepare the List of Due Demandable Accounts Payable (LDDAP)	5 min	Accounting	*Certificate of Last Payment/Salary Received – 3	
Sign the LDDAP and forward to Cashier	5 min	Accounting		
Encode the name of employee to the Financial Data Entry System (FINDES)	15 min	Cashier	*Certificate of Last Day of Service – 3	
Prepare the Advice Check Issued and Cancelled (ACIC) for LDDAP Issued	5 min	Cashier	*Clearance – 2	
Print out and sign ACIC and LDDAP	15 min	Cashier	Legend: *Transferee From other Gov't. Agency	
Forward documents to SDS for signature	3 hours (180 min)	Cashier	**Issued by Personnel Unit	
Submit hard copy of signed LDDAP and soft copy of FINDES and ACIC to LBP	30 min	Cashier	- Number of Copies	

Upon receipt of advice, newly-hired teacher/personnel shall accomplish all the documentary requirements as early as possible and submit to the Division Personnel Section at most one (1) week after first month of service. CS Form 48/DTR and Leave Form 6 shall be properly filled up, approved and completely signed.

CITIZEN CHARTER ON MEMBERSHIP AND INCLUSION TO REGULAR PAYROLL/ RELEASE OF REGULAR SALARY				
STEP	TIMELINE (UNDER NORMAL CIRCUMSTANCES)	SECTION IN CHARGE	DOCUMENTARY REQUIREMENT	AMOUNT
Receive documents for Region 201-File/PSU	1 min	Personnel	CS Form 48 DTR – 3	None
Stamp as received the folder of documents	1 min	Personnel	Leave Form 6 – 4 (if applicable) Legend: *Transferee from other Gov't. Agency **Issued by Personnel Unit - Number of Copies	
Record received folder of documents on logbook	1 min	Personnel		
Encode GSIS Form A based on their submitted documents	10 min	Personnel		
Check and email Form A to GSIS for the request of Business Partner No. *Form B for transfer from other agency	10 min	Personnel		
Wait for the response for newly created BP No.		Personnel		
Print and release BP No. to employee	10 min	Personnel		
Prepare transmittal for Region	10 min	Personnel		
Facilitate signing of Transmittal to Division Official	3 hours (180 min)	Personnel		
Forward Transmittal and Documents to Admin Records Section for forwarding to Region	5 min	Personnel		

CS Form 48/DTR and Leave Form 6 shall be properly filled up, approved and completely signed. It shall be submitted by the School Head within 1st week of the following month to the Division Personnel Section.

LOGBOOK & TRANSMITTAL

(Accomplish in 2 copies)

NAME:	POSITION:
SCHOOL/OFFICE:	DATE:
CONTACT NO.:	TIME:

DOCUMENTARY REQUIREMENTS (For newly-hired personnel)	APPOINTMENT In white long folder	DIVISION 201 FILE In white expanded folder	SALARY		TOTAL NO. OF COPIES	NO. OF COPIES SUBMITTED	DATE SUBMITTED	REMARKS
			INITIAL	REGULAR/ PSU				
			In Yellow expanded folder	In Green expanded folder				
FOR ISSUANCE OF APPOINTMENT		<i>Note: To be submitted to the Division Personnel Section within first 2 weeks of service.</i>						
**Assignment Order		1 original	1	1	3			
1 ST Day of Service		1 original	1	1	3			
Eligibility	1 original	1 original			2			
GSIS MIS	1 original				1			
Marriage Contract		1 original			1			
Medical Certificate		1 original			1			
Blood Test Result		1 original			1			
Drug Test Result		1 original			1			
Urinalysis Test Result		1 original			1			
X-ray Test Result		1 original			1			
NBI Clearance		1 original			1			
Neuro Psychiatric Test Result		1 original			1			
Oath of Office (revised 2017)	2 original	1 original	1	1	5			
PDF	3 original	1 original			4			
PDS	2 original	1 original		1	4			
PSA Birth Certificate (Self & Children)	1 original	1 original		1	3			
TOR		1 original			1			
*Performance Rating		1 original			1			
*Service Record	1 original	1 original	1		3			
FOR PAYMENT OF INITIAL SALARY		<i>Note: To be submitted to the Division Personnel Section within 1 week after month of service.</i>						
**Appointment		1 original	12	1	14			
BIR Form 2305		1 original	12	1	14			
ATM Current Account		1 original	12	1	14			
Pag-Ibig MID No.		1 original	1	1	3			
PhilHealth MDR		1 original	1	1	3			
SALN		1 original	1	1	3			
CS Form 48 DTR			2		2			
Leave Form 6			4		4			
Certificate of Appearance (Attendance to Training; if applicable)			1		1			
*Certificate of Last Salary Received		1 original	1	1	3			
*Certificate of Last Day of Service		1 original	1	1	3			
*Clearance		1 original	1		2			
FOR PAYMENT OF REGULAR SALARY		<i>Note: To be submitted by School Head to the Division Personnel Section within 1st week of the following month.</i>						
CS Form 48 DTR				2	2			
Leave Form 6 (if applicable)				4	4			

Legend:

* Transferee from other gov't. agency

** Issued by Personnel Unit

RECEIVED BY:

Name:	
Position:	
Signature:	