



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
OSDS-UM-PER-12-09-22/MBL

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
Administrative Officers  
All Other Concerned

FROM : By the Authority of the Schools Division Superintendent

*ML*  
**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge

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

DATE : 09 DECEMBER 2022

1. The following are hereby directed to submit in advance the December DTR and other pertinent documents for early processing of salary:
  - a. Newly Hired teaching and non-teaching personnel who are not yet incorporated to regular payroll
  - b. Substitute teaching personnel
  - c. All eligible schools (pure multigrade and hardship post) and ALS personnel for Special Hardship Allowance
2. All employees who will return to duty from Maternity leave this December and January 2023 must submit the required documents in advance to expedite the process of payment.
3. Please submit the pertinent documents to Human Resource Management Office **on or before DECEMBER 13, 2022 (Tuesday)**.
4. For immediate and strict compliance.