



DEPED DIVISION OF CATANDUANES
RECORDS SECTION

RELEASED
BY: Jmv 155
DATE: 06 DEC 2023

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

UNNUMBERED MEMORANDUM
OSDS-PER-UM-12-06-2023/MBL

TO : Assistant School Division Superintendent
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads/TICs
Administrative Officers II
Teaching and Non-Teaching Personnel
All Other Concerned

FROM : By Authority of the Schools Division Superintendent:

ANGELO JAMES O. AGUINALDE
Accountant III
Officer-In-Charge

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

DATE : 06 December 2023

- The following are hereby directed to submit in advance the December DTR and other pertinent documents for early processing of salary:
 - Newly hired teaching and non-teaching personnel who are not yet incorporated to regular payroll
 - Substitute teaching personnel
 - All eligible schools (hardship post and pure multigrade) and ALS personnel for Special Hardship Allowance
- All employees who will return to duty from Maternity Leave this December 2023 and January 2024 must submit the required documents in advance to expedite the processing of the said benefit.
- Please submit the pertinent documents to Human Resource Management Office **on or before DECEMBER 13, 2023 (Wednesday)**.
- For immediate and strict compliance.



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