

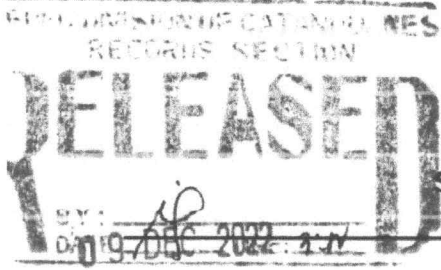


Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES




**MEMORANDUM TO:**

OSDS-UM-PER-12-09-22/MBL

TO : FATIMA F. JOSON, AO II, Virac South District  
DEBBIE B. GO, AO II, San Andres West District  
CHANDA S. SOLIVERES, AO II, San Andres East District  
VILMA S. BENAVIDEZ, AO II, San Andres West District  
RIZZA MAE B. ALCANTARA, AO II, Bato East District  
NAOMI C. SANTELICES, AO II, Bato West District  
ANNIE GEISHA B. MATIENZO, AO II, Virac North District  
MARK LESTER V. URBANO, AO II, Caramoran North District  
CHRISTINE LOUISE S. DE LEON, AO II, Caramoran North District  
MA. CARISSA M. GUERRERO, AO II, Caramoran North District  
KORINA CARLA H. BASCO, AO II, Pandan West District  
SARAH KAY B. SARMIENTO, AO II, Caramoran North District  
MA. CHRISTINA M. ALCANTARA, AO II, Pandan East District  
ROSELYN F. BERNARDINO, AO II, San Jose National High School  
(Thru the School Head and PSDS)

1. You are hereby directed to submit the following payroll and other pertinent documents for early processing of salary and other benefits this December:
  - a. Step Increment
  - b. Salary Differential (Promotion/Reclassification)
  - c. Loyalty Pay
  - d. Special Hardship Allowance
  - e. Copy of Form 6 of personnel who will undergo Maternity Leave and will Return to Duty this December and January 2023
2. Deadline of submission will be **on or before December 14, 2022 (Thursday)**.
3. For guidance and compliance.

By the Authority of the Schools Division Superintendent

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