


Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-01-23-2023/MBL

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge
Secondary School Heads
Administrative Officers (Elementary & Secondary)
All Others Concerned

FROM : 
SUSAN S. COLLANO
Schools Division Superintendent

SUBJECT : **RELEASE OF PAYROLL AND PAYSリップ**

DATE : January 23, 2023

1. Payroll and payslip for the month of January, 2023 are already available at the Human Resource Management Office starting tomorrow, January 24, 2023.
2. It shall only be released to the authorized personnel per unnumbered memorandum OSDS-PER-UM-01-12-2023/MBL dated January 12, 2023. In case the authorized personnel are not available, an alternate representative shall secure authorization letter from Public Schools District Supervisors/In-Charge and/or Secondary School Heads.
3. Signed payroll shall be returned within ten (10) calendar days after the release. It is understood that failure to return previous payroll will result to the delay on the issuance of succeeding month's payroll and payslip.
4. The authorized personnel in charge of payroll and payslip shall adhere to data privacy in accordance with the Data Privacy Act of 2012.
5. For guidance and strict compliance.