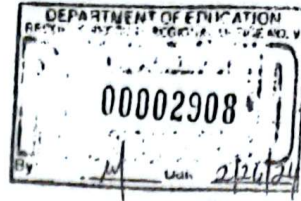




Republic of the Philippines
Department of Education
 REGION V - BICOL



22 February 2024

REGIONAL MEMORANDUM

No. ... s. 2024

000203

PROCEDURE IN CORRECTING CERTIFICATES OF LAST PAYMENT/SALARY
 RECEIVED AND OTHER SIMILAR ISSUANCES BY
 ADMINISTRATIVE DIVISION - PAYROLL SERVICES

To : Schools Division Superintendents
 All Other Concerned

1. This refers to the procedure to be followed whenever there are inputs are to be corrected in the Certificate of Last Payment/Salary (CLPs) Received by either transferred, resigned, retired, or separated Personnel emanating from Schools Division Offices (SDOs).
2. After the CLPs are issued to clients personally or to the SDOs and later on there's a need for correction and adjustment due to intervening factors absent at the time the application for CLP was filed, the SDO shall:
 - a. Prepare the necessary indorsement addressed to this Office,
 - b. Attached to it is the original CLP, and
 - c. Attached to it is a new set of documents that were not appreciated at the time the original CLP was processed.
3. Should the request for correction is in order and valid, this Office shall cancel the previously issued CLP and issue a new one.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
 Regional Director



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

March 1, 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Other Concerned

For information, guidance and strict compliance.


SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

