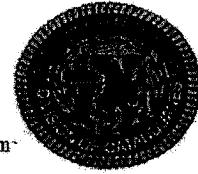




Republic of the Philippines  
 Department of Education  
 Region V (Bicol)  
**DIVISION OF CATANDUANES**  
 Virac, Catanduanes

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August 1, 2017

**RELEASE**

Department of Catanduanes

RECORDS SECTION

Date AUG 02 2017

Time: 10:46 A.M.

Initial/Signature: [Signature]


To : Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 Administrative Officers/Administrative Assistants of Senior High Schools  
 Concerned Personnel

To facilitate payment of salary for newly hired teaching and non-teaching personnel, the following documents should be submitted at the SDO-Personnel Section:

| INITIAL SALARY   | 2 <sup>ND</sup> PAYMENT (if not yet included in Regular Payroll)                                      |
|--|---|
| 1. 1 photocopy Assignment Order<br>2. 1 original copy Daily Time Record<br>3. 1 photocopy Appointment<br>4. 1 copy Certification of First Day of Service<br>5. 1 copy accomplished BIR 2305<br>6. 1 copy accomplished Statement of Assets, Liabilities and Net Worth (SALN)<br><br><u>Additional requirements for Transferees from autonomous schools and other Schools Division:</u><br><br>1. 1 copy Certification of Last Salary Received (for autonomous schools)<br>2. 1 copy PSU Clearance (for other Schools Division)<br>3. 1 original copy Service Record | 1. 1 original copy Daily Time Record<br>2. 1 photocopy Appointment<br>3. 1 copy accomplished BIR 2305 |

The School Heads, Administrative Officers or Administrative Assistants will be the one to submit the documents at the SDO to avoid teachers from leaving the school and only those with **complete documents** will be accepted.

For information, guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
 Schools Division Superintendent  
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