



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 20, 2025

DIVISION MEMORANDUM

No. 0018, s. 2025

**IMPLEMENTATION OF REVISED DIVISION PAYROLL SERVICES (DPSU)
FORMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operation Division
All Public Schools District Supervisors
School Heads of Elementary, Secondary, and Integrated Schools
Administrative Officers II, Administrative Assistants II and III
All Other Concerned

1. This is to inform all concerned that the revised Division Payroll Services Unit (PSU) forms will be implemented effective immediately. The revised forms are as follows:
 - Notice of Step Increment
 - Notice of Changed Name
 - Notice of Change in Salary Grade
 - Notice of Deletion from the PSU Roster
 - Notice of Promotion
 - Notice of Station Transfer
 - Request for Deletion of Deduction
 - Request for Inclusion in the PSU Roster
 - Request for Reinstatement
 - Request for Inactive Status
2. All concerned are reminded to ensure that submissions are complete and properly certified to facilitate efficient processing by the PSU.
3. These updated forms and documentation requirements are intended to streamline payroll processing and ensure proper documentation. For questions or clarifications, please contact the Payroll Services Unit.
4. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosure: As Stated
Personnel – PSU/ec1



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Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 107 Revised 2025

Date: _____

NOTICE OF STEP INCREMENT

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	

Old Salary Rate

Position	Basic Pay	Salary Grade	Step

New Salary Rate

Position	Basic Pay	Salary Grade	Step	Date of Effectivity

Please attach herewith the following supporting documents.

1. Updated Notice of Salary Adjustment/Step Increment
2. Updated Service Record (Tally with NOSA/NOSI)
3. Working Papers (Original)
4. Latest Payslip

SALARY SCHEDULE - NBC 594

SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,530.00	13,633.00	13,748.00	13,862.00	13,979.00	14,095.00	14,213.00	14,331.00
2	14,372.00	14,482.00	14,593.00	14,706.00	14,818.00	14,931.00	15,047.00	15,161.00
3	15,265.00	15,384.00	15,501.00	15,621.00	15,741.00	15,861.00	15,984.00	16,105.00
4	16,209.00	16,334.00	16,460.00	16,586.00	16,714.00	16,841.00	16,971.00	17,101.00
5	17,205.00	17,338.00	17,471.00	17,605.00	17,739.00	17,877.00	18,014.00	18,151.00
6	18,255.00	18,396.00	18,537.00	18,680.00	18,824.00	18,968.00	19,114.00	19,261.00
7	19,365.00	19,514.00	19,663.00	19,815.00	19,966.00	20,120.00	20,274.00	20,430.00
8	20,534.00	20,720.00	20,908.00	21,096.00	21,287.00	21,479.00	21,674.00	21,870.00
9	22,219.00	22,404.00	22,591.00	22,780.00	22,971.00	23,162.00	23,356.00	23,551.00
10	24,381.00	24,585.00	24,790.00	24,998.00	25,207.00	25,417.00	25,630.00	25,844.00
11	28,512.00	28,796.00	29,085.00	29,377.00	29,673.00	29,974.00	30,278.00	30,587.00
12	30,705.00	30,989.00	31,277.00	31,568.00	31,863.00	32,162.00	32,464.00	32,770.00
13	32,870.00	33,183.00	33,499.00	33,819.00	34,144.00	34,472.00	34,804.00	35,141.00
14	35,434.00	35,794.00	36,158.00	36,528.00	36,900.00	37,278.00	37,662.00	38,049.00
15	38,413.00	38,810.00	39,212.00	39,619.00	40,030.00	40,446.00	40,868.00	41,296.00
16	41,616.00	42,052.00	42,494.00	42,941.00	43,394.00	43,852.00	44,317.00	44,786.00
17	45,138.00	45,619.00	46,105.00	46,597.00	47,095.00	47,599.00	48,109.00	48,626.00
18	49,015.00	49,542.00	50,077.00	50,617.00	51,166.00	51,721.00	52,282.00	52,851.00
19	53,873.00	54,649.00	55,437.00	56,237.00	57,051.00	57,878.00	58,719.00	59,573.00
20	60,157.00	61,032.00	61,922.00	62,827.00	63,747.00	64,669.00	65,599.00	66,532.00
21	67,005.00	67,992.00	68,996.00	70,016.00	71,054.00	72,107.00	73,143.00	74,231.00
22	74,836.00	75,952.00	77,086.00	78,238.00	79,409.00	80,562.00	81,771.00	82,999.00
23	83,659.00	84,918.00	86,199.00	87,507.00	88,936.00	90,387.00	91,862.00	93,299.00
24	94,132.00	95,668.00	97,230.00	98,817.00	100,430.00	102,069.00	103,685.00	105,378.00
25	107,208.00	108,958.00	110,736.00	112,543.00	114,381.00	116,247.00	118,145.00	120,073.00
26	121,146.00	123,122.00	125,132.00	127,174.00	129,250.00	131,359.00	133,503.00	135,682.00

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 102 Revised 2025

Date: _____

NOTICE OF CHANGED NAME

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	

Old Name

Last Name	First Name	Middle Name	Appellation

New Name

Last Name	First Name	Middle Name	Appellation

Please attach herewith the following supporting documents.

1. Certified photocopy of marriage certificate. (2 Copies)
2. Taxpayer's records update (TRU) BIR Form 1905. (3 Copies)
3. Authorization Form for BIR
4. Photocopy of Valid ID. (1 Copy)

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Date: _____

NOTICE OF CHANGE IN SALARY GRADE

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	

Position reflected

Position	Basic Pay	PERA	Salary Grade	Step

Position should be

Position	Basic Pay	PERA	Salary Grade	Step

Please attach herewith the following supporting documents.

1. Certified photocopy of new appointment.
2. Service Record.
3. Certified photocopy of latest payslip.

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 103 Revised 2025

Date: _____

NOTICE OF PROMOTION

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	

Old Position

Position	Basic Pay	PERA	Salary Grade	Step

New Position

Position	Basic Pay	PERA	Salary Grade	Step

Please attach herewith the following supporting documents.

1. Certified photocopy of new appointment.
2. Service Record.
3. Certified photocopy of latest payslip.

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 106 Revised 2025

Date: _____

NOTICE OF DELETION FROM THE PSU ROSTER

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
EFFECTIVITY DATE:	

Please check the box for the reason for deletion

Death
Retirement
Termination
Resignation
Transfer out the Region/Division
Transfer to Implementing Units
Others (Personal Leave)

Please attach herewith the following supporting documents.

1. Death Certificate.
2. Duly approved intent letter to retire.
3. Duly signed termination paper.
4. Duly accepted resignation paper.

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 104 Revised 2025

Date: _____

NOTICE OF STATION TRANSFER

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	

Old Station

Division Code	Station Name	Station Code

New Station

Division Code	Station Name	Station Code

First day of service in the new station:	
Last day of service in the old station:	

Please attach herewith the following supporting documents.

1. Certified photocopy of new appointment.
2. Certified photocopy of assignment order duly signed by the superintendent.
3. First day of service signed by the principal/district supervisor of the new station.

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 111 Revised 2025

Date: _____

REQUEST FOR DELETION OF DEDUCTION

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE:	

Deduction Details:

Name of Deduction:	
Deduction Code:	
Amount of Deduction:	
Policy Number:	
GSIS BP Number:	

Please attach herewith with the following supporting documents.

1. Photocopy of latest payslip.
2. Photocopy of original official receipt. (Full Payment)
3. Present the original receipt.
 - a. This is to certify that the original receipt was presented.

PSU Staff

4. Stamped as fully paid by PLIs/GFIs/Insurance Premium in the box provided below.

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Regional Memorandum No. 43, s. 2014

Government employees and teachers in particular should maintain proper decorum with unquestionable integrity at all times being role models to our students and pupils. Teachers are the ones responsible for the development of our children's moral upbringing as the future of our nation hence, their moral principles should be held in the highest regard and defend it utmost care and prudence.

Please be reminded that dishonest employees can be charged administratively and may be terminated from office if found guilty. Forgery or falsification of public documents is a criminal offense in which offenders may face imprisonment.

This office shall not in any way tolerate any of these offenses and will exercise the full extent of its power to see to it that these shall be repeated. Any more complaints shall be immediately investigated, and violators shall be dealt with accordingly.



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 112 Revised 2025

Date: _____

REQUEST FOR INCLUSION IN THE PSU ROSTER (DPSU PAID)

First Name	Middle Name	Last Name	Suffix

Station Name:		Station Code:	
Date of Birth:		Civil Status:	
Gender:		Position:	
GSIS Policy No:		GSIS BP Number:	
TIN:		PHIC ID No:	
PAG-IBIG No:		ATM Account No:	

Previous position prior to this appointment:

Please check the appropriate box if the appointee is:

Transferred from a secondary school/IUs	<input type="checkbox"/>
Transferred from another DepEd region	<input type="checkbox"/>
Transferred from an elementary school	<input type="checkbox"/>
Newly hired employee	<input type="checkbox"/>

Please attach herewith the following supporting documents.

1. Certified photocopy of latest appointment.
2. Taxpayers record update (TRU) BIR Form 1902/2305/2316.
3. Previous appointment, if any, to prove continuous service.
4. Certification of last payment certified by division accountant.
5. Latest payslip for transferred employee.

Certified Correct:

To be filled by PSU Staff.

Employee No:	
Station Code:	

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 112 Revised 2025

Date: _____

REQUEST FOR REINSTATEMENT

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	
DATE OF APPROVED REINSTATEMENT:	

Please attach herewith with the following supporting documents.

1. Original copy of reinstatement duly approved by the superintendent.
2. Special Order signed by the superintendent.
3. Approved duplicate copy of Form 6. (For leave without pay for 1 month or more)
4. Corrected Form 7 for inactive status due to non-submission of daily time record
5. Updated certified photocopy of leave card. (For extended Leave without pay)

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

PSU FORM 112 Revised 2025

Date: _____

REQUEST FOR INACTIVE STATUS

STATION NAME:	
STATION CODE:	
EMPLOYEE NUMBER:	
EMPLOYEE NAME:	
SIGNATURE	
INCLUSIVE DATES OF LEAVE WITHOUT PAY:	

REASONS: (Please check appropriate box)

Leave without Pay	<input type="checkbox"/>
Study Leave without Pay	<input type="checkbox"/>
Absent without Official Leave	<input type="checkbox"/>
Suspension	<input type="checkbox"/>
Non-submission of DTR	<input type="checkbox"/>

Others: _____

For the Month of: _____

Please attach herewith with the following supporting documents.

1. Approved Application of Leave without Pay (15 days up)
2. Duly Signed Suspension Paper. (For Suspension Reason)

Certified Correct:

Administrative Assistant /
Administrative Officer In-charge