



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

Office of the Schools Division Superintendent

July 25, 2025

**DIVISION MEMORANDUM**  
**No. 0189, s. 2025**

**STANDARD REQUIREMENTS OF NEWLY HIRED AND TRANSFERRED PERSONNEL  
FOR DIVISION PAYROLL SERVICES UNIT (DPSU)**

**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 Office informs all newly hired and transferred personnel to strictly comply with the following standard requirements prescribed by the Division Payroll Services Unit (DPSU), effective immediately:

**a. Bureau of Internal Revenue (BIR)**

- i. 2 copies of 1902 form (duly filled out)
- ii. 2 copies of 1905 form (duly filled out)
- iii. 2 copies of 1 Valid ID (passport, driver's license, voter's ID, postal ID, SSS ID, HUMID ID, or National ID)

**b. Inclusion in the PSU roster**

- i. 1 copy of Request for inclusion in the PSU Roster form (duly filled out)
- ii. 1 copy of set of appointment (Appointment, Assignment Order, Assumption to Duty)
- iii. 1 copy of Certificate of First Duty (original copy)
- iv. 1 copy of Land Bank ATM Card (current account)
- v. 1 copy of BIR Form 2316 for Transferred In (from other Division or Gov't Agency)
- vi. Certificate of Compensation reflecting Mandatory Deductions
- vii. Previous Appointment, if any, to Prove Continuous Service
- viii. Latest Voucher/Payrolls Paid by the School/Division or Certification
- ix. Clearance from Previous Employer
- x. Updated Services Record

**c. Government Service Insurance System (GSIS)**

- i. 1 copy of GSIS Membership Information Sheet (completely filled out)

**d. PhilHealth & Pag-IBIG**

- i. 1 copy of Newly Hired Form (duly filled out)
- ii. 1 copy of Appointment and Assumption to duty



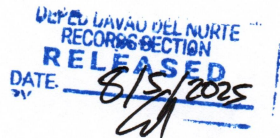


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- iii. 1 copy of Certificate of First Day of Duty (original copy)
  - iv. 1 copy of 1 Valid ID (any proof)
  - v. 1 copy of PHILHEALTH ID (any proof)
  - vi. 1 copy of PAG-IBIG ID (any proof)
2. All concerned personnel are reminded to ensure completeness of documents and properly certified to facilitate efficient processing by the PSU.
3. These standard requirements are intended to **streamline payroll processing, ensure proper documentation, and avoid delays in the release of salaries and benefits**. 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



Personnel – PSU/ec1  
FN: *Standard Requirements Of Newly Hired and Transferred Personnel for Division Payroll Services Unit (DPSU)*



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