



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

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: 03-09-2022
By: [Signature] 3:00 pm

Office of the Schools Division Superintendent

March 9, 2022

DIVISION MEMORANDUM
No. 287, s. 2022

SUBMISSION OF DOCUMENTS OF NEWLY HIRED/PROVISIONAL/SUBSTITUTE TEACHERS/PERSONNEL FOR PAYMENT OF SALARIES IN THE DIVISION OFFICE

To: Public Schools District Supervisors
Elementary and Secondary School Heads

In pursuit of providing all the employees of this Division the claim of monthly salaries and benefits on time, the field is hereby reminded to submit to this Office (care of Accounting ADAS in-charge) all the relevant and complete documents for payment of such on or before the 25th day of every month.

Administrative Officers/Administrative Assistants assigned in districts/schools are given the responsibility to make all possible ways in facilitating the needed documents on the said date.

In adherence to all policies, everyone is encouraged to value equality and diversity (Equal Opportunity Principle) within the Department.

For the information and compliance of all concerned.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

