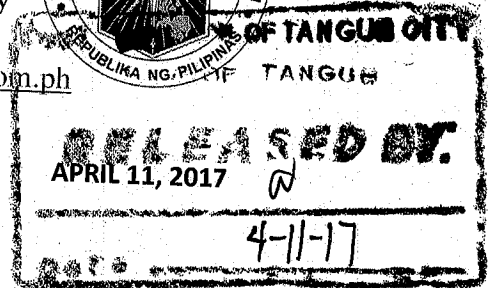
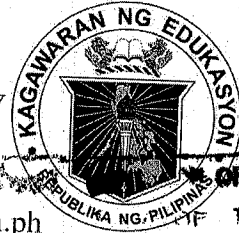


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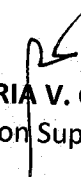


DIVISION MEMORANDUM
No. 77 s. 2017

**GUIDELINES ON THE RELEASE OF SALARY OF PERSONNEL
PAID THROUGH THE DIVISION OFFICE**

To: Administrative and Personnel Section
Accounting and Budget Section
Elementary and Secondary School Heads & Teachers
This Division

1. In order to facilitate payment of salaries of teaching and non-teaching personnel paid through the Division Office pending their integration to the Regional Payroll System, this Office issues the following guidelines:
 - a. The release of the salaries of teaching and non-teaching personnel paid through the division office will be simultaneous with the release of salaries of teaching and non-teaching personnel under the Regional Payroll Servicing Unit.
 - b. The basis of the processing of salaries for the current month will be the daily time record of the employees on the preceding month. Any under time and absences incurred during the current month will be deducted from the salary of the employee on the following month.
2. Immediate dissemination and strict compliance of this memorandum is directed.


VICTORIA V. GAZO
Schools Division Superintendent