



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

January 16, 2020

DIVISION MEMORANDUM
No. 029 s. 2020

PREPARATION OF PAYROLL FOR DIVISION PAID EMPLOYEES

To : ASDS, Chief of SGOD & CID
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Public Secondary/Elementary School Heads
Non-Teaching Personnel
All Other Concerned

1. This Office announces the revised procedure in the preparation of Payroll to expedite the releasing of salary of all Division Paid personnel and other emoluments due to them effective, January 2020.
2. All division paid newly hired personnel from Elementary, Junior & Senior HS including those with provisional appointment are directed to submit a copy of Form 48 and approved Form 6 for the month of December 2019 to the District Bookkeepers not later than **January 22, 2020**. The District Bookkeepers shall prepare separate Form 7 using the attached Form duly approved by the PSDS and likewise submit the accomplished Form 7 to the Division Payroll Services Section not later than **January 27, 2020**.
3. The Personnel in the Division Payroll Section shall compute and prepare payroll for January 2020 salaries of all division paid personnel based on the data provided in the approved Form 7. In case there are absences incurred without pay for the month of January shall be deductible from the salary in the month of February 2020. Late submission of report as stated above shall be considered second batch in the preparation of payroll.
4. This procedure and processes shall be practiced^u in the succeeding months, thus the concerned personnel are directed to observed the timeline of submission of report in order to achieve the positive results towards the improvement and attainment of the system's and development goals.
5. For the information and guidance of all concern.


BIANITA A. DAGATAN EdD, CESO V
Schools Division Superintendent



DEPARTMENT OF EDUCATION
DIVISION OF BOHOL - SECONDARY - DO PAID
 Implementation of Programs for Basic Education
 Monthly Payroll Worksheet & Report of Service
 For the Month of December 2019

District _____

STN NAME	Employee Name	Pos Cod	Position Title	Basic	PERA	With Pay				Cause	Division Action	Without Pay				Cause	Deductions Basic + PERA	Remarks
						Inclusive Dates	Day	Hr	Min			Inclusive Dates	Day	Hr	Min			

CERTIFIED BY:

APPROVED BY:

DEPARTMENT OF EDUCATION
DIVISION OF BOHOL - ELEMENTARY - DO PAID
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District _____

STN NAME	Employee Name	Pos Cod	Position Title	Basic	PERA	With Pay				Cause	Division Action	Without Pay				Cause	Deductions Basic + PERA	Remarks
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