



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 23, 2024

DIVISION MEMORANDUM
No. 203, s. 2024

RELEASE OF SALARY OF CONTRACT OF SERVICE PERSONNEL

To: Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. Salaries of Contract of Service Personnel in Schools will be downloaded, to the School's Current Accounts for Non-IU Schools and to the Disbursing Officers for the IU Secondary Schools, **QUARTERLY, but liquidation shall be done MONTHLY**. Release of salaries to respective COS personnel shall be every 15th and 30th of the month.
2. Accountable Officers (AO) should have liquidated all prior regular and special funds downloaded to their respective accounts (*except those funds still in implementation- SBFP, TLS, etc.*) and have updated the fidelity bond before the fund for the COS salary will be downloaded. It is for this reason that payment of salaries for the first month of the quarter will possibly be delayed unless the AO shall have complied with the aforementioned requirement.
3. The total amount of salaries per quarter in the amount of Thirty Thousand Eight Hundred Eighty-Eight Pesos (PhP30,888.00) per COS shall be downloaded but the release to the personnel shall vary depending on their actual number of days worked (**no work, no pay**). The excess amount for the 2nd and 3rd quarter downloads shall be returned to BTr through the SDS Cashier while the 4th quarter excess will be reported in Annex A for bank sweeping.
4. Payment release to COS personnel – Payee in the cheque and Disbursement Vouchers should be named under and must be signed Received by the COS personnel. Strictly **NO REIMBURSEMENT** is allowed. The documents listed below shall be attached to the liquidation report:
 - a. Copy of contract
 - b. DTR
 - c. Accomplishment report



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5. The AOs are directed to monitor the attendance of the COS personnel as the actual number of days rendered from April 2024-December 2024, will be the basis for the Premiums (*computed as 20% of their daily rate*) to be released in February 2025.
6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

for:
CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

gms
FERMIN M. ALBUTRA
Administrative Officer V
DepEd - Bohol

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder

4/22/24