



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

**Office of the Schools  
Division Superintendent**

January 8, 2025

DIVISION MEMORANDUM  
No. 027, s. 2025

**JANUARY 2025 SALARIES AND PREMIUMS RELEASE OF CONTRACT OF  
SERVICE PERSONNEL**

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

1. Salaries for the month of January 2025 and premiums of Contract of Service Personnel in Schools will be downloaded one time, to the School's Current Accounts for Non-IU Schools and to the Disbursing Officers for the IU Secondary Schools to be released to individual personnel in the month of February 2025.
2. Premiums shall be computed at 20% of daily rate multiplied by the actual number of days worked. Salaries shall be released first, and the premiums will follow after the release of the salaries for January 2025.
3. Accountable Officers (AO) must ensure that all previously downloaded funds for COS salaries have been fully liquidated and fidelity bonds are updated.
4. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

  
**FAY C. LUAREZ EdD PhD TM CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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