



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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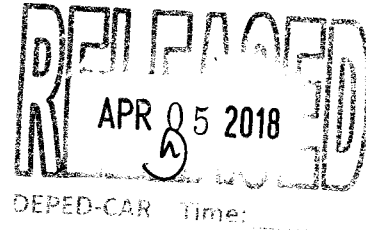
April 4, 2018

MEMORANDUM

TO : All Schools Division Superintendents
All Concerned

FROM : **MAY B. ECLAR, Ph.D., CESO V**
Officer-in-Charge
Office of the Regional Director

SUBJECT : TIMELINES AND DOCUMENTARY REQUIREMENTS FOR
INCLUSION OF NEWLY HIRED PERSONNEL AND FOR UPDATING
OF SALARIES IN THE REGULAR PAYROLLS BEING PROCESSED
AT THE REGIONAL OFFICE



1. This memorandum is being issued to clarify documentary requirements and timelines in the submission of documents to the Regional Payroll Services Unit (RPSU). It is hoped that the issuance of this memorandum shall lead to more effective service to our personnel in the field/schools whose salaries are being processed in the Regional Office .
2. Attached is enclosure 1 showing the responsibilities of the Division Office with regards to payment of initial salaries and in the payment of salary differentials due to promotion and step increments until the newly hired personnel/transferees are included in the regular payrolls being processed in the RPSU or until the salaries of those newly promoted/those granted step increments are requested updated.
3. All requests for the inclusion in the Regular Payroll of newly hired personnel/transferees should be received at the RPSU **on or before the last working day of the month** for these personnel to be included in the regular payroll of the succeeding month. Likewise, all requests for the updating of salaries due to promotion and step increments, should also be received at the RPSU **on or before the last working day of the month** for the salaries to be updated in the regular payroll of the succeeding month.
4. For inquiries, please contact the Regional Payroll Services Unit with telephone number (074)424-3993 or email rpsu.depedcar@gmail.com.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

Enclosure to Memorandum dated March 27, 2018 (Timelines and Documentary requirements for inclusion of newly hired personnel and for updating of salaries in the regular payrolls being processed at the Regional office)

Type of Claim	Responsibilities of the Division Office
<p>1. Payment of initial salaries of:</p> <p>a) newly hired; or,</p> <p>b) newly transferred teachers & personnel until they are included in the regular payroll at the RPSU</p>	1. Prepares the supplementary payrolls
	<p>1.1 Assigns employee numbers based on the series of numbers provided by the Regional Payroll Services Unit</p>
	<p>1.2. Prepares the Payroll for the payment of salaries rendered. Basis for computation shall be the assumption to Duty.</p>
	<p>1.3. Prepares and emails to the GSIS the ARA Form A or B (cc: RPSU at rpsu.depedcar@gmail.com)</p>
	<p>1.4. Submits certified photocopy of the supplementary payroll to the RPSU. The purpose of the submission of supplementary payrolls paid in the Division during the taxable year is for the compensation/benefits paid by the DO to be included in the BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) and the Alpha List for the year.</p>
	2. Remits deductions made from the supplementary payrolls
	3. Requests the Regional Office for the inclusion of the newly appointed personnel in the Regular Payroll being processed at the RPSU
	<p>3.1 Submit the following documents for new/original appointments</p>
	<p>a. copy of the GSIS - Agency Remittance Advice (ARA) - ARA Form A for employees with no existing record in the GSIS Database</p>
	<p>b. CSC attested appointment</p>
	<p>c. Updated Service Record</p>
	<p>d. Certification of Assumption to Duty</p>
	<p>e. Personal Data Sheet</p>
	<p>f. GSIS Membership Information Sheet (MIS)</p>
	<p>g. BIR Form 1902 (application for Registration) or BIR Form 2305</p>
	<p>h. HDMF Member's Data Form</p>
	<p>i. PHIC MDR or photocopy of PHIC ID (front and back) clearly showing PHIC ID number</p>
	<p>j. photocopy of LBP ATM (front and back of atm) clearly showing account no. or photocopy of deposit slip for initial deposit</p>
	<p>3.2 Submit the following documents for transferees</p>
	<p>a. copy of the GSIS - Agency Remittance Advice (ARA) - ARA Form B</p>
	<p>b. CSC attested appointment</p>
	<p>c. Updated Service Record</p>
<p>d. Certification of Assumption to Duty</p>	

Enclosure to Memorandum dated March 27, 2018 (Timelines and Documentary requirements for inclusion of newly hired personnel and for updating of salaries in the regular payrolls being processed at the Regional office)

Type of Claim	Responsibilities of the Division Office
	<ul style="list-style-type: none"> e. Personal Data Sheet f. GSIS Membership Information Sheet (MIS) g. BIR Form 1902 (application for Registration) or BIR Form 2305 h. HDMF Member's Data Form i. PHIC MDR or photocopy of PHIC ID (front and back) clearly showing PHIC ID number j. photocopy of LBP ATM (front and back of atm) clearly showing account no. or photocopy of deposit slip for initial deposit k. Certificate of Last Payment (for transferees from other agencies or from implementing units) l. BIR 2316 from previous employer (from January of the taxable year to the date of transfer to DepED/Last Payment) m. Authorization Sheet (for loans/insurances due to the GFI/PLIs accredited by DepED)
<p>2. Payments of salary differentials due to PROMOTION</p>	<ul style="list-style-type: none"> 1. Prepares the supplementary payroll 2. Remits deductions made from the supplementary payroll 3. Prepares and submits through email to the GSIS the ARA Form C for the updating of service records (cc: RPSU at rpsu.depedcar@gmail.com) 4. Requests the RPSU for the updating of salaries/records of the promoted personnel and submits the following to the RPSU: <ul style="list-style-type: none"> a. hard copy of the GSIS ARA (signed) b. Copy of the following: <ul style="list-style-type: none"> - Latest Appointment - Updated Service Record -certified photocopy of the supplementary payroll showing payment of salary differential by the Division Office
<p>2. Payments of salary differentials due to STEP INCREMENT</p>	<ul style="list-style-type: none"> 1. Prepares the supplementary payroll 2. Remits deductions made from the supplementary payroll 3. Prepares and submits through email to the GSIS the ARA Form C for the updating of service records (cc: RPSU at rpsu.depedcar@gmail.com) 4. Requests the RPSU for the updating of salaries/records of the concerned personnel and submits the following to the RPSU: <ul style="list-style-type: none"> a. hard copy of the GSIS ARA (signed) b. Copy of the following: <ul style="list-style-type: none"> - Post-audited NOSI - Updated Service Record -certified photocopy of the supplementary payroll showing payment of salary differential by the Division Office