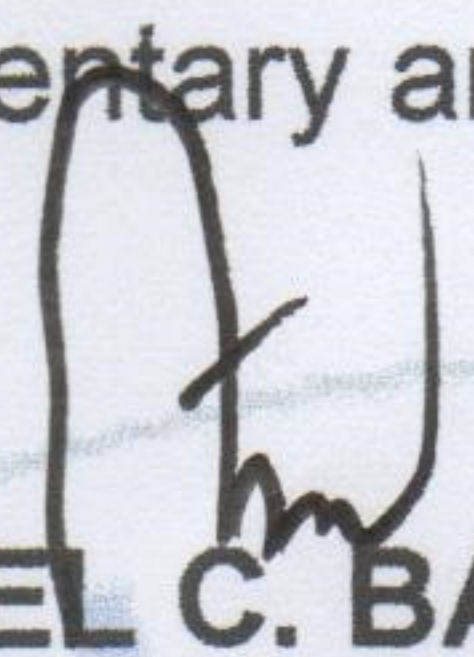


MEMORANDUM

TO : District Supervisors
Public Elementary and Secondary School Heads

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **LAST CALL FOR SUBMISSION OF 2015 PAYROLL**

DATE : March 10, 2016

Please submit to this Office on or before March 15, 2016, **ATTENTION: Ms. Shiela Anne L. Manga, Clerk-HR Office**, in hard copy the payrolls of the following:

1. Loyalty Pay
2. Unpaid Chalk Allowance
3. Unpaid Substitute Teachers
4. Unpaid Maternity Leave Pay
5. Unpaid Salary Differential (RE: Promotion)
6. Unpaid Salaries of Newly Hired Teacher(s) and gaps in salaries

School heads are to verify the correctness of the payroll submitted and shall be held accountable for whatever discrepancies that may be found during the processing of payment.
Note: Late submission will not be processed.

For strict and immediate compliance.

UM- 139 's, 2016

@CTC/sam