



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

DIVISION ADVISORY No. 291, s. 2021

August 16, 2021

To : Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

Attention : Newly Hired Teachers Concern

1. In order to fast tract the processing and payments of the Initial Salary and Integration in the Regional Processing Services Unit (RPSU) of the Regional Office, the Newly Hired Teachers are advised to submit pertinent documents in the Division Office not later than **August 18, 2021**.
2. For the list of concerned Newly Hired Teachers and Documents need to be submitted, please see the attached enclosures.
3. Immediate dissemination of this Advisory is desired.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

AUG 16 2021



Enclosure No: 1
to SDA No: 291 s. 2021

	Name of Teacher	School/District
1	GAYTANO, HARLENE D.	<i>Felixberto Dicon IS, Dist of Panitan</i>
2	Ginco, April Joy A.	<i>Quinabonglan E/S, Dist of Maayon</i>
3	JOROLAN, GINA	<i>Sigma Elementary School, District of Sigma</i>
4	Ferrer, Mary H.	<i>Lawaan E/S, District of Dumarao</i>
5	INOCENCIO, JENNEFER F.	<i>Consolacion E/S, Disttrict of Dumalag</i>
6	Patriarca, Anjilica, L.	<i>Batiano P/S, District of Mambusao East</i>
7	Palconit, Anna Rose D.	<i>Maluboglubog E/S, District of Panitan</i>
8	LACANDAZO, KISH RUBY L.	<i>Agloway E/S, Distrit of Jamindan</i>
9	BOLUSO, VIVIALYN B.	<i>Hipona E/S, District of Pontevedra</i>
10	RUFO,MA.ANGELA V.	<i>Hipona E/S, District of Pontevedra</i>
11	TAMAYO, MAE ANN T.	<i>Mahabang Sapa E/S, District of Cuartero</i>
12	Regidor, Mavel V.	<i>Damiana Ongkiko E/S, District of Jamindan</i>
13	Plaga, Rovelyn F.	<i>Quinayuya E/S, District of Dao</i>
14	CAMACHO, MARIA CENDILYN U.	<i>Linao E/S, District of Panay</i>
15	LEBIN, DAREN GRACE B.	<i>Sta. Fe E/S, District of Pilar</i>
16	JIMENEZ , RYAN E	<i>Buri P/S, District of Tapaz East</i>
17	ALABE, JANICE	<i>Taganghin P/S, District of Tapaz East</i>
18	BRAÑA, JESELLE ANN G.	<i>Siya P/S, District of Tapaz East</i>
19	Cartujano, Marlon P.	<i>Bula IS/Mambusao West</i>
20	Caldeo, Jemma May F.	<i>Dumarao District</i>

Enclosure No: 2
to SDA No: 291 s. 2021



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SCHOOLS DIVISION OF CAPIZ



Roxas City

Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373

CHECKLIST OF REQUIREMENTS FOR PAYMENT OF INITIAL SALARY (NEWLY HIRED)

Name of Payee: _____ District: _____

Contact No.: _____ School: _____

- (5) Disbursement Voucher *(c/o admin)*
- (1) ORAS *(c/o admin)*
- (5) Payroll *(c/o admin)*
- (3) Approved Daily Time Record (DTR)
- (2) Certified photocopy of duly approved Appointment
- (1) Assignment Order (if applicable)
- (1) Oath of Office (Panunumpa)
- (1) Certificate of Assumption (First Day of Service)
- (1) Statement of Assets and Liabilities (SALN)
- (2) BIR Form 1902
- (2) GSIS BP Number - List
- (2) Pag-IBIG MID Number (Pag-IBIG form)
- (2) Philhealth Number (MDR)
- (2) LBP Account Number *(photocopy of LBP deposit slip or card)*

Remarks: _____

Prepared by: _____ -TIR for rpsu integration
(C/O Admin)

Received by: _____

Date: _____

Time: _____