



January 31, 2017

**DIVISION MEMORANDUM**

No. 20 s. 2017

**PROCESSING OF SENIOR HIGH SCHOOL SALARIES AND OTHER BENEFITS**

TO: All Heads of Public Secondary Schools (IUs)  
Division Accountant

1. In order to efficiently facilitate the payment of Salaries and other benefits for Senior High School (SHS) Teaching and Non-teaching Positions, you are hereby advised to observe the guidelines and schedules prescribed herein.
2. The Accountant/Administrative Assistant III (Senior Bookkeeper) of the Junior High School shall prepare the Disbursement Voucher (DV) and payroll of the salaries and other benefits of **SENIOR HIGH SCHOOL TEACHERS** of their respective schools who were not yet integrated in the Regional Payroll Services Unit (RPSU). The said DV and payroll shall be prepared in four (4) copies (*i.e. three (3) copies for Accounting Section and one (1) copy as received copy*)
3. The DV and payroll of the **Non-teaching Position of the SHS** shall be prepared by the Accounting Section of the Division Office.
4. The remittances for GSIS, HDMF, PHIC, BTr and accredited financial institutions shall be processed by the Accounting Section of the Division. These remittances shall be based on the payroll submitted. As such, a **soft copy** of the payroll must be submitted together with the hard copy.
5. Deadline for submission of the DV and payroll shall be every 10<sup>th</sup> day of the month. (*e.g salaries for the month of February must be submitted on or before February 10, for March must be on or before March 10, and so on*)
6. For inquiries you may contact the Accounting Section through Tel. No. 6215-560 and look for the following persons:

As to the status of payment and processing:	Melissa B. Bolido	Administrative Assistant III
	Zandra Marie F. Orola	Administrative Assistant III
	Debie Gallardo	Administrative Assistant II
As to tax computation:	May Evan O. Dela Cruz	Administrative Assistant III

7. For information, guidance and strict compliance.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent