



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

July 21, 2022


DIVISION MEMORANDUM

No. 225, s. 2022

**SUBMISSION OF REQUEST FOR STOPPAGE, DEDUCTION, AND
ADJUSTMENT**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 531, s. 2022 titled "**Submission of Request for Stoppage, Deduction, and Adjustment**".
2. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

SUBMISSION

REQUEST



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

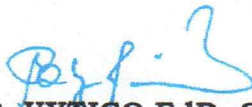
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REGIONAL MEMORANDUM
No. 531 s. 2022

SUBMISSION OF REQUEST FOR STOPPAGE, DEDUCTION, AND ADJUSTMENT

**To: Schools Division Superintendents
All Others Concerned**

1. This Office hereby directs that all requests for stoppage, deduction, and adjustment in the payroll shall be done in the division office and shall be endorsed by the Schools Division Office (SDO) to this office in writing hence, teaching and non-teaching personnel and school heads are not allowed to transact business in this Office unless duly authorized by the Schools Division Superintendent (SDS) in writing.
2. The Division offices are also encouraged to consolidate and submit all request on or before every 25th of the month in order to reflect the request for the next billing period.
3. The forms to be used are attached for ready reference of all concerned.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
To be indicated in the Perpetual Index
under the following subject:

Submission Request



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

MEMBER'S REQUEST SHEET

Date

The Chief
Regional Payroll Services Unit
DepED Regional Office VI
Duran Street, Iloilo City

Dear Sir/Madam:

Please effect the following request/s from my Monthly Salary.

Nature of Request	Account Name (not your name)	Account Code	Amount	Date of Effectivity	
				Start	End
() DEDUCT					
() STOP					
For Loan/s: Attached Full Payment Official Receipt/ Certification					
() ADJUST					

Very truly yours,

(Signature over Printed Name)

Employee Number:: _____
Station Code: _____
Division Code: _____
Contact Number _____

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LEGEND:

Account Code	Account Name
0001	Regular Policy
0090	UOLI Premiums
0129	Educational Assistance
0132	Consolidated Loan
01256	GSIS COMPUTER LOAN
01252	GSIS MPL
0704	Emergency/Calamity Loan
0027	HELP Loan
0336	Pag-ibig MPL
0222A	HDMF Additional
0222B	HDMF SAVINGS