



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

15 JUL 2024

DIVISION MEMORANDUM
No. **395** s. 2024

**IMPLEMENTATION OF DIGITAL SUBMISSION OF REQUIRED DOCUMENTS FOR
PAYMENT OF SALARY DIFFERENTIAL DUE TO STEP INCREMENT,
PROMOTION, AND RECLASSIFICATION**

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
OIC, Office of the Chief Education Program Supervisor, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Regional Memorandum No.175, s. 2021 titled **“Institutionalization of Educational Innovation in Region VI – Western Visayas”**, this office announces the implementation of **digital submission of required documents for payment of salary differential due to step increment, promotion, and reclassification** starting this Fiscal Year 2024.
2. The digital submission of required supporting documents aims to:
 - a. decrease the hassle and burden that the school teaching & non-teaching personnel experience in the submission of document to the Division Office;
 - b. create a digital archive where uploaded documents can be accessed and downloaded anytime, as needed; and
 - c. ensure prompt submission and payroll preparation of benefits.
3. Anent this, all elementary and senior high school Administrative Officers II and junior high school non-implementing units and senior high school Administrative Assistants II are advised to submit documents through the link https://bit.ly/SDOCap_OnlineSub.
4. Immediate dissemination of this Memorandum is desired.


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

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

INNOVATIONS

PROJECTS

BENEFITS

DDB/ DM_Innovation
009/ July 3, 2024



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