



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

10 Feb 2025

DIVISION MEMORANDUM

No. **023** , s. 2025

UPDATED DEADLINES AND GUIDELINES FOR THE SUBMISSION
OF DOCUMENTS FOR PERSONNEL SERVICES CLAIMS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. To ensure the timely and accurate processing of personnel services claims in the Schools Division Office, the Payroll Services Unit issues updated submission deadlines and guidelines (see enclosures).
2. All school administrative officers and administrative assistants must ensure that the documents to be submitted are accurate and complete as specified in the guidelines.
3. For inquiries, contact Mr. Glen J. Gula at glen.gula@deped.gov.ph.
4. Widest dissemination of and strict compliance with this Memorandum is directed.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

CLAIMS
PROCEDURES
REPORTS

GJG/OSDS-PSU/DM – updated deadlines and guidelines for the submission
of documents for personnel services claims
0155/10 February 2025

UPDATED DEADLINES AND GUIDELINES FOR THE SUBMISSION
OF DOCUMENTS FOR PERSONNEL SERVICES CLAIMS

SALARY INTEGRATION

1. Requirements for Salary Integration
 - a. SALARY ADJUSTMENT DUE TO STEP INCREMENT
 - One (1) copy of the Certification for Integration
 - One (1) photocopy of the Approved NOSI
 - One (1) photocopy of the Signed Updated Service Record
 - b. SALARY ADJUSTMENT DUE TO PROMOTION
 - One (1) copy of Certification for Integration
 - One (1) Certified True Copy of the Appointment
 - One (1) photocopy of the Certification of Assumption to Duty
 - One (1) photocopy of the Approved NOSA
 - One (1) photocopy of the Signed Updated Service Record
2. The cut-off date for the submission of the above-mentioned requirements should be on or before the 10th day of the month.
3. The documents submitted for salary integration by the deadline will be processed and consolidated by the Division Payroll Services Unit (DPSU) staff. These documents will then be forwarded to the Regional Payroll Services Unit (RPSU) on or before the 20th of the month. It is anticipated that they will be integrated into the Automatic Payroll Deduction System (APDS) in the following month.
4. As soon as the RPSU payroll is available, the DPSU will send a Summary List of Integrated Personnel to the different Payroll Group Chats for reference of all school administrative officers and administrative assistants.
5. Failure to submit the required documents within the given timeframe may delay the Automatic Payroll Deduction System (APDS) integration.

UPDATED DEADLINES AND GUIDELINES FOR THE SUBMISSION
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SALARY DIFFERENTIALS AND OTHER PERSONNEL SERVICE CLAIMS

1. Requirements for Salary Differentials

a. SALARY DIFFERENTIAL DUE TO STEP INCREMENT

- Three (3) copies of Obligation Request and Status
- Five (5) copies of Disbursement Voucher
- Seven (7) copies of Supplementary Payroll (if applicable)
- Two (2) copies of the Approved DTR or Form 7
- Two (2) copies of the Approved NOSI
- Two (2) photocopies of the Signed Updated Service Record
- One (1) photocopy of the Summary List of Integrated Personnel

b. SALARY ADJUSTMENT DUE TO PROMOTION

- Three (3) copies of Obligation Request and Status
- Five (5) copies of Disbursement Voucher
- Seven (7) copies of Supplementary Payroll (if applicable)
- Two (2) copies of Approved DTR or Form 7
- Two (2) copies of the Certified True Copy of the Appointment
- Two (2) photocopies of the Certification of Assumption to Duty
- Two (2) photocopies of the Approved NOSA
- Two (2) photocopies of the Signed Updated Service Record
- One (1) photocopy of the Summary List of Integrated Personnel

2. Requirements for other Personnel Service Claims

a. LOYALTY CLAIM

- Three (3) copies of Obligation Request and Status
- Five (5) copies of Disbursement Voucher
- Seven (7) copies of Supplementary Payroll (if applicable)
- Two (2) photocopies of the Signed Updated Service Record

b. MATERNITY CLAIM

- Three (3) copies of Obligation Request and Status
- Five (5) copies of Disbursement Voucher
- Seven (7) copies of Supplementary Payroll (if applicable)
- Two (2) copies of the Special Order for Maternity Leave
- Two (2) copies of Form 41 or a Medical Certificate from OB
- Two (2) copies of the Special Order for Return to Duty
- Two (2) copies of Form 86
- Two (2) copies of Tax Clearance

**UPDATED DEADLINES AND GUIDELINES FOR THE SUBMISSION
OF DOCUMENTS FOR PERSONNEL SERVICES CLAIMS**

SUBMISSION OF PERSONNEL SERVICE CLAIMS

1. School administrative officers and assistants must ensure that the concerned personnel are already integrated into the APDS before submitting their documents to the DPSU. To attest that the personnel are already integrated, a photocopy of the Summary List of Integrated Personnel must be attached.
2. Failure to submit claims within 3 months after integration, an approved letter of justification must be provided and attached to the payroll.
3. If integration documents are not submitted within 3 months of the promotion/step increment's effective date, an approved letter of justification must be provided and attached to the certification for integration.
4. The templates and formats can be accessed at bit.ly/payrolltmpmts.

TYPE OF PAYROLL	DEADLINE OF SUBMISSION	REMARKS
Salary Differential	On/before the 15th day of the following month after integration of salary to APDS	
Loyalty Claim	On/before the 15th day of the month	
Maternity Claim	On/before the 15th day of the month	The deadline will be based on the RTD date.