



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

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**20 Aug 2025**

**DIVISION MEMORANDUM**

No. **136** , s. 2025

**GUIDELINES ON CLAIMING OF PAYSLIPS**

To: Field-based Administrative Officers & Assistants  
This Division

In line with the streamlining of payroll-related services and to ensure order and accountability in the distribution of payslips, please be informed that starting August 2025, the distribution and claiming of payslips shall be done at the Payroll Unit Office.

To guide everyone in the proper process, the following guidelines shall be strictly observed:

1. Only the designated District Consolidator shall claim the payslips of their assigned district and shall be fully responsible for its distribution to the teachers.
2. Before leaving the Payroll Office, the District Consolidator must double-check all payslips for completeness and must sign the logbook. Any missing or unaccounted payslip must be reported immediately to the Payroll In-Charge for reprinting.
3. If reported only after leaving the office, it will no longer be considered "missing" and shall instead require compliance with the procedures for lost payslips.
4. In claiming the next month's payslips, the prior month Payroll Registry Sheet with complete signatures of personnel must be submitted. No Payroll Registry Sheet, no claiming of payslips.
5. In case of a lost payslip, the following requirements must be submitted:
  - 4.1 Request Letter approved by the SDS; and
  - 4.2 Notarized Affidavit of Loss.
6. No payslip request or replacement shall be processed without the required documents stated above.
7. In case of the unavailability of the District Consolidator, the Payroll Unit must be informed ahead of time regarding the authorized representative who will claim the payslips.

For inquiries, please contact **Mr. Glen Gula**, Administrative Officer II, Payroll Unit on his DepEd email address: **[glen.gula@depd.gov.ph](mailto:glen.gula@depd.gov.ph)**

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Strict compliance with this Memorandum is expected.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

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

**FORMS**

IMGD/OSDS/DM – guidelines on claiming of payslips  
0774/August 20, 2025