



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

03 Sep 2025

DIVISION MEMORANDUM

OSDS-2025-128

ADDENDUM TO DIVISION MEMORANDUM NO. 136, S. 2025
(GUIDELINES ON CLAIMING PAYSLIPS)

To: Field-based Administrative Officers & Assistants
This Division

Relative to the Division Memorandum No. 136, s. 2025 re: *Guidelines on claiming Payslips* issued August 20, 2025, this addendum is hereby issued to clarify the procedures on the claiming of payslips for Secondary and Senior High Schools.

1. Payslips of Secondary and Senior High School personnel shall be claimed directly by the in-charge Administrative Officer II (AO II) of the school.
2. In the absence of the AO II, the Administrative Assistant (ADAS) of the school shall serve as the authorized alternate to claim the payslips.
3. The AO II or ADAS shall be fully responsible for the safekeeping and distribution of the payslips of all personnel in their school.
4. The same policies on verification, missing/lost payslips, and required supporting documents as provided in the original memorandum shall apply.

All other provisions of the previous memorandum remain in full force and effect.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

FORMS
PROCEDURES

IMGD/OSDS/MLA – addendum to division memorandum no. 136, s. 2025 (guidelines on claiming payslips)
0828/September 3, 2025