MEMORANDUM

TO: The Chief CID/SGOD
The Education Program Supervisors/Specialists
Secondary Schools Principals
School Heads

FROM: SOCORRO V. DEL bel ROSA, CESO VI
Schools Division Superintendent

SUBJECT: Submission of Required Documents of Senior High School and Newly Hired Teachers

This is to inform you that the Senior High School Teachers assigned to your school, (newly hired or promoted) will receive their salaries in Schools Division Office.

Relative to this, please advise them to prepare the following documents to be submitted to Personnel Section.

I - For Initial Payment
1. Appointment
2. Assignment Order
3. Certification of First Day of Service
4. SALN
5. Oath of Office
6. BIR 2305
7. Form 48

Additional requirement for transferred teachers
8. Service Record
9. Certificate of Last Payment
10. Current account ATM (photocopy)
11. GSIS Membership Form / BP numbers

II - For Inclusion to the Regular Payroll (PSU) to be filed in GREEN EXPANDED FOLDER (LONG) – 1 COPY EACH

Numbers 1-10 (except no 7) and
12. Phil health
13. PAG-IBIG
14. BIR 1902 ( for newly hired)
15. BIR 2305
16. Birth Certificate
17. Marriage Contract
18. Birth Certificate of Dependents
19. Personal Data Sheet

III - For 201 File (Personnel Section)

Numbers 1-19 (except no 7) and
20. NBI Clearance
21. Official transcript of Records
22. PRC License
23. Board Rating
24. Medical Certificate ( drug test, urinalysis, blood test & chest x-ray)

For your information and compliance.