

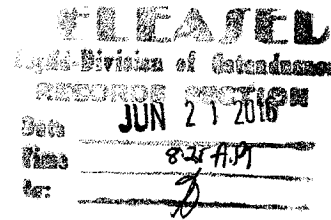


MEMORANDUM

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

FROM: **SOCORRO V. DELA 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.