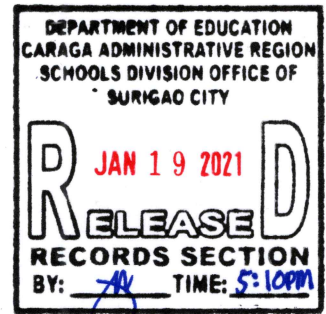




Republic of the Philippines
Department of Education
Region XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
SURIGAO CITY



January 19, 2021

DIVISION MEMORANDUM
No. 013 s. 2021

TO : SGOD Chief
CID Chief
Administrative Officer V (Administrative Services)

SUBJECT : **INCHARGE OF THE MONTHLY DISTRIBUTION OF OFFICIAL PAYROLL SLIP TO THE TEACHING, NON-TEACHING AND TEACHING-RELATED EMPLOYEES OF THIS DIVISION**

1. To expedite the release of Official Payroll Slips (OPSs) to the teachers, non-teaching and teaching-related employees of this division **in all levels**, the following are hereby ordered to take charge and to get the original copies thereof from the Human Resource Management Office (HRMO) for the monthly distribution to the field, to wit:

ELIZABETH S. LARASE, MAED – SGOD Chief

- All SGOD personnel

CARLO P. TANTOY, PhEdD – CID Chief

- EPS
- PSDS -> School Heads -> Teachers/ALS/Mobile

GEMMA P. SINDAY, LLB, EdD - Administrative Officer V

- All OSDS employees

2. Upon receipt of notification from the HRMO stating therein that the OPS are readily available for release, the above-named officials shall cause the acquisition of the same by affixing their signature on the Acceptance Form, or in any form which nomenclature is synonymous thereon, as proof of receipt.
3. Prior to the distribution, the officials involved shall devise a form whereby acceptance of the documents involved be done in expeditious and quality manner. In the absence of the Public Schools District Supervisors (PSDS), the CID Chief shall use the services of the division drivers to ferry him to the district offices for the same purpose.





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4. In the event an employee, prompted by untoward incident or force majeure, personally gets a copy thereof without following the protocol, the OPS shall be released upon presentation of a duly signed letter specifying therein the reason or reasons justifying the acquisition.
5. For religious compliance.


KAREN L. GALANIDA, Ph.D., CESO V
Schools Division Superintendent

