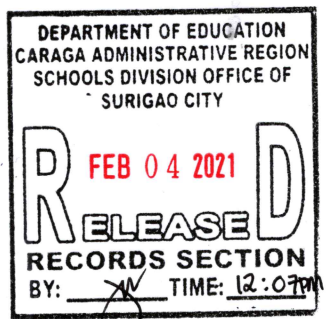




Republic of the Philippines  
**Department of Education**  
Region XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY  
SURIGAO CITY



February 4, 2021

DIVISION MEMORANDUM  
No. 026 s. 2021

TO : Assistant Schools Division Superintendent  
CID Chief  
Administrative Officer V  
Division Drivers  
All Others Concerned

SUBJECT : **SLIGHT MODIFICATION ON THE DELIVERY OF PAY SLIPS  
TO EVERY DISTRICT**

1. For an efficient delivery of pay slips to all the districts, the Office of the Schools Division Superintendent (OSDS), through Dr. Gemma P. Sinday, Administrative Officer V, is now tasked to lead the distribution by assigning trustworthy employees under the OSDS to discharge the responsibility.
2. Any of the available vehicles can be utilized in the prompt delivery of the pay slips. Drivers should be readily available to respond by preparing trip tickets during the schedule of delivery.
3. CID chief, Dr. Carlo P. Tantoy, now limits the scope of his distribution and will only take charge of the release to the employees under the Curriculum and Implementation Division.
4. All other provisions contained in Memorandum No. 013 s. of 2021 which are not in contrary with this recent issuance shall remain in force and effect.
5. Widest dissemination of this issuance is highly appreciated.

  
**KAREN L. GALANIDA, PhD., CESO V**  
*Schools Division Superintendent*

