



REGIONAL MEMORANDUM

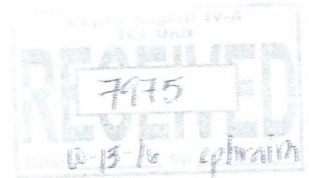
NO. 338 S. 2016

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : INCLUSION OF SENIOR HIGH SCHOOLS' (SHS) TEACHING AND
NON-TEACHING EMPLOYEES IN THE REGULAR PAYROLL

DATE : October 12, 2016



In view of the implementation of Senior High School (SHS), which includes the hiring of personnel, the HRMO/AO/Personnel In-Charge is hereby requested to submit the List of Teaching and Non-Teaching Employees who were transferred/promoted/appointed to SHS together with their pertinent documents for inclusion in the regular Payroll, as follows:

1. Transmittal letter signed by Schools Division Superintendent;
2. Certification of Funds Availability;
3. Attested/ Approved Appointment;
4. 2305 Form received by the BIR;
5. GSIS Employee's BP Number;
6. PagIbig No./ID (12 digits);
7. Philhealth No./ID (12 digits);
8. Clear copy of ATM Account Number;
9. Certification of Last Payment; and
10. Employee Number.

Please submit the lists with complete documents to the Personnel/Payroll Services Section on or before October 28, 2016.

For immediate dissemination and strict compliance.

