



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-01674

To : Assistant Schools Division Superintendent  
 School Heads, Elementary  
 School Heads, Secondary  
 School HRMOs  
 All Concerned

Subject: **DEADLINE FOR THE SUBMISSION OF WORKING PAPERS FOR THE  
 PAYMENT OF SALARIES AND PERSONNEL BENEFITS DUE FOR  
 CALENDAR YEAR 2024**


Date : November 28, 2024

1. The Accounting and Budget Offices have set the deadline for the submission and processing of documents of all financial transactions in preparation for the closing of books of accounts for the calendar year 2024.
2. Anent to this, you are hereby directed to prepare all the necessary papers with complete attachments (in 2 sets) to support the claim of the following:
  - a. Salary for December of non-PSU (Newly Hired and Provisional)
    - i. Form 7; and
    - ii. Approved December with supporting documents.
    - iii. Complete time in/out for December 1-20, 2024
    - iv. December 22-31, 2024 part of Christmas Vacation
  - b. Loyalty Pay –
    - i. Working paper; and
    - ii. Service record.



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
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- c. Differential for Notice of Salary Adjustment (NOSA) –
    - i. Working paper;
    - ii. Approved NOSA;
    - iii. Payslip before and after adjustment;
    - iv. Approved NOSA and latest payslip, if unadjusted; and
    - v. Appointment, in lieu of approved NOSA.
  - d. Differential for Notice of Step Increment (NOSI)/Longevity –
    - i. Working paper;
    - ii. Approved NOSI;
    - iii. Payslip before and after adjustment;
    - iv. Approved NOSI and latest payslip, if unadjusted; and
    - v. Service record, in lieu of approved NOSI.
  - e. Maternity double-pay –
    - i. Working paper; and
    - ii. Approved reinstatement with supporting documents.
3. Deadline for submission of all documents related thereto will be on **December 6, 2024**, within office hours at the Division Records.
4. Form 7 and Complete DTR (December 1-20 salary) of Substitute Teachers, the deadline will be on **December 22, 2024**.
5. Please be reminded that documents submitted beyond this date will no longer be processed for payment but to be processed as Accounts Payable for the FY 2025.
6. For immediate dissemination, guidance, and compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

**RELEASED**

**DEC 02 2024**

RECORDS SECTION-SDO PANABO CITY  
BY 

Enclosed: as stated  
OSDS/jglb



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