



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 0112

To : School Heads
 School Human Resource In-Charge
 All Others Concerned

Subject: **DISSEMINATION FOR THE DEADLINE FOR SUBMISSION OF PAYROLL AND RELATED DOCUMENTS**

Date: August 11, 2025

In the interest of ensuring timely processing of salaries and other monetary benefits and in compliance with the remittance cut-off schedules of our collecting agencies, all concerned are hereby reminded of the deadline for the submission of payroll documents for the following:

- Salaries and Wages for Non-PSU Personnel
- Loyalty Pay
- Double Maternity Pay
- Salary Differentials
- Other Benefits

All payroll documents must be submitted **with complete supporting attachments**. Incomplete submissions will be returned to the designated pigeonhole for compliance.

The deadline for submission is **on or before the 10th day of each month**. Submissions received after the deadline will be processed in the next payroll cycle.

This will take effect beginning September 2025.

For information and strict compliance.


JINKY B. FIRMAN Ph.D, CESO VI
 Schools Division Superintendent

RELEASED

AUG 12 2025

RECORDS SECTION SD PANABO CITY

Enclosed: as stated.
 OSDS/ncm/reg/rmmd