



Republic of the Philippines
Department of Education
CARAGA REGION



March 16, 2020

REGIONAL MEMORANDUM

No. 164, s. 2020

**ISSUANCE OF DEMAND LETTERS FOR OVERPAID TRANSFERRED, RETIRED,
AND SEPARATED TEACHERS AND EMPLOYEES**

To: Division of Agusan Del Norte
Division of Butuan City
Division of Bayugan City
Division of Bislig City
Division of Dinagat Islands
Division of Siargao
Division of Surigao City
Division of Surigao Del Norte
Division of Surigao Del Sur
All Concerned

1. The Regional Commission on Audit Team Leader had issued an Audit Observation Memorandum pertaining to overpayments made to Employees and Teachers of various Schools Division Offices who were transferred, retired, and separated from service.
2. Review and evaluation conducted in our Regional Payroll Services Unit (RPSU) files revealed that for various months of CY 2014-2015 the above named SDO's have employees and teachers who were overpaid prior to their retirement, transfer and separation from service.
3. Considering that it is the Schools Division who caused the preparation of Form 7 which was made as basis in the preparation and computation of salaries of teachers and employees, and it is also the former who collects the refund made, if any, therefore, this Office deemed it best to delegate to the SDO's the issuance of Demand Letters to the concerned employees for the settlement of the audited overpaid salaries.
4. Schools Division Superintendents of the identified Schools Division Offices are mandated to issue a corresponding demand letters depending on each circumstance.
 - 4.1. Transferred employees – issue a demand letter to the concerned employee copy furnished the School/Schools Division Office and Commission on Audit of the new station;



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- 4.2. Separated/retired Employee – issue a demand letter to the employee concerned copy furnished the Commission on Audit and the GSIS if the employee is a GSIS pensioner.
5. Attached is a copy of the summary list per Audit Observation Memorandum for your reference.
6. For your strict and immediate compliance.



FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer In-Charge
Office of the Regional Director

ASD/jbr
03/16/2020