



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum

No. 543 s. 2018



September 28, 2018

EXPEDITIOUS PREPARATION AND SUBMISSION OF DOCUMENTS FOR ADJUSTMENT OF THE SALARIES OF TEACHERS IN THE REGIONAL PAYROLL SERVICES UNIT (RPSU)

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers
Human Resource Management Officers
All Others Concerned

1. It has been noted that teachers who have long been issued Appointments or Notices of Step Increment (NOSI) but their salaries are not adjusted in the Regional Payroll Services Division because of delay in submission of following essential documents:

IN CASE OF PROMOTION

IN CASE OF STEP INCREMENT

- | | |
|---|---|
| a. Copy of the Appointment | a. Copy of the NOSI |
| b. Agency Remittance Advice (ARA) | b. Service Record |
| c. Certification of availability of savings | c. Agency Remittance Advice (ARA) |
| d. Latest Payslip | d. Certification of availability of savings |
| | e. Latest Payslip |
2. To ensure the expeditious adjustment of the salaries of the teachers, all Schools Division Superintendents are enjoined to direct their Human Resource Management Officers to fast track the submission of the foregoing documents.
 3. Immediate dissemination of this Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

To be indicated in the Perpetual Index under
the following subjects

BENEFIT EMPLOYEES SALARY TEACHERS