

Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 5, 2022

DIVISION MEMORANDUM

No. 769, s. 2022

**TIMELINE ON SUBMISSION OF 2022 PERSONAL SERVICES (PS) CLAIMS
AND OTHER BENEFITS PAYROLL TO PERSONNEL SECTION-PAYROLL
SERVICES OFFICE**

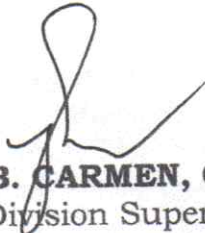
To : PSDS/DICs/AOs
All concerned
This Division

1. As per Division Memorandum No. 709, s. 2022, the fiscal year 2022 cut-off date of accounting transactions for Personal Services (PS) claims will be on December 16, 2022 (Friday).
2. This is to reiterate and remind all school and district payroll in charge of processing salary claims for newly hired Elementary, Insular Personnel, Junior High School, Senior High School Teaching and Non-Teaching Personnel, Substitute Teachers, and all other benefits specifically the PEI, SHA, Salary Differential, and other claims to submit with complete supporting documents on the following deadlines.

Claims	Submission to Personnel Section- Payroll In-charge	Submission to Budget Office
PEI	December 5, 2022	December 7, 2022
1st Claim/Monthly Salary Claim/ Substitute Claim	December 13, 2022 (12:00pm) (Wednesday)	December 16, 2022
Salary Differential due to Promotion/Step Increment	December 12, 2022 (Tuesday)	December 16, 2022
Special Hardship Allowance (SHA 4th Quarter) (October, November, December)	December 13, 2022	December 16, 2022
SRI	December 16, 2022	December 20, 2022
Maternity Double Pay	December 13, 2022	December 16, 2022

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3. The Administrative Unit-Personnel Section, PSDS/DICS including the schools administrative officer II shall monitor and update daily the unclaimed 2022 salaries and benefits of Teaching and Non-Teaching Personnel through this link
<https://tinyurl.com/TrackingOfSalariesAndBenefits>
4. This is to ensure that all personal claims will be paid and obligated on or before the cut-off date and avoid non-payment.
5. Since majority of the AO-II assigned in the clustered schools are newly hired, All JHS Non-IUs and SHS Payroll will be checked and reviewed by the senior Administrative Officer II-Salaries and Other Benefits In-charge to ensure correctness and completeness of the submitted documents.
6. Non-submission of payroll by any responsible employee of the 2022 PS claims will be held liable.
7. For information and strict compliance.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: NONE

Reference:

As stated

To be indicated in the Perpetual Index
under the following subjects:

Personal Claims Other Benefits Submission

JDP//DM-Timeline Submission of PS Claims

769/December 5, 2022