



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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August 1, 2016

DIVISION MEMORANDUM

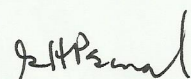
No. ¹³⁰ ___ s. 2016

To : School Heads, OIC's
All Others Concerned

The City Budget Office, City of San Jose Del Monte is requesting the submission of Payroll on One – Time Allowance of Teachers. In view of this, you are advised to submit your payroll amounting to One Thousand Five Hundred Pesos (1,500) each which will be given twice this year. Entitled are the teaching personnel who were in service as of June 30, 2015. Those who are already retired, resigned or transferred to other division as of even date shall not be included. Please follow the existing guidelines using the attached format including the Certification on the List of Bonafide Teachers (with corresponding positions and first day of service) on or before August 5, 2016.

Further, kindly submit the list of teaching personnel with their corresponding positions as of June 30, 2016 in preparation for the 2017 City Budget.

Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

