



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 29, 2016

DIVISION MEMORANDUM

No. 596, s. 2016

SUBMISSION OF COPIES OF FIRST DAY OF SERVICE AND APPOINTMENT (NEWLY-HIRED TEACHING AND NON-TEACHING PERSONNEL) IN CY 2016

To: District Supervisors/OICs
School Heads (Elementary & Secondary)
Newly-Hired Teachers (Junior & Senior High Schools)
All Others Concerned

1. Please be informed that the deadline of all funding requests for salaries and other benefits of teaching and non-teaching personnel for CY 2016 to the Department of Budget and Management (DBM) is on October 30, 2016. To avoid any unpaid salaries at the end of the year, please submit to the Accounting Section, this Office, two certified photocopies of First Day of Service and Appointment (per district) of all newly-hired teachers (both junior and senior high schools) and non-teaching personnel of your schools who were hired from January, 2016 to present.
2. Deadline for submission of the required documents to support funding request is on October 10, 2016.
3. For strict compliance.


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