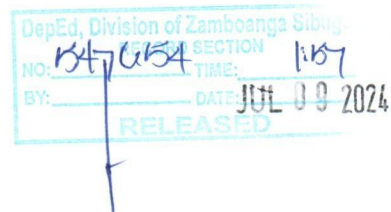




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



05 July 2024

DIVISION MEMORANDUM
NO. 200 s. 2024

UPDATE ON THE LIST OF REQUIREMENTS FOR SALARY DIFFERENTIAL CLAIMS

TO: Public Schools District Supervisors
District-In-Charge
Administrative Officer II
All Others Concerned
This Division

1. It has been observed several times that the submission of documentary requirements for Salary Differential claims were late which resulted in the delayed downloading of claims. In compliance with R.A. 11030 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and to ensure timely downloading of claims, this Office streamlined the process of Salary differential claims by updating the list of requirements needed for submission.

2. Below is the updated list of requirements for Salary Differential Claim effective **July 2024** claim.

1st Claim

- a. Photocopy of Appointment (2 copies)
- b. Original copy of Previous month Biometric-Generated DTR (2 copies)
- c. Notice of Assumption (2 copies)
- d. DBP Account No. (2 copies)

Succeeding Claims

- a. Original copy of Previous month Biometric-Generated DTR (2 copies)

3. All Administrative Officer II are hereby directed to ensure completeness and correctness of documentary requirements to be submitted as well as ensure its timely submission.

4. Immediate dissemination and strict compliance with this memorandum are hereby enjoined.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent


ROSMINDO L. ANCHETA, JR.
Education Program Supervisor, SGOD

Encl: as stated.
Reference: as stated.

ZS-DM-OSDS-2024-07-069-0
RRAR-20240705



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