

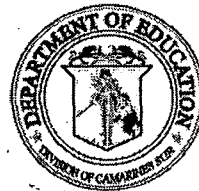


# Department of Education

Region V

**DIVISION OF CAMARINES SUR**

*Freedom Sports Complex, San Jose, Pili, Camarines Sur*



MEMORANDUM

391

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)  
SCHOOL HEADS (ELEMENTARY AND SECONDARY SCHOOLS)

FROM: **LOIDA M. NIDEA, CESO V**  
Schools Division Superintendent

DATE: October 18, 2019

RE: **SUBMISSION OF REQUIREMENTS FOR SALARY ADJUSTMENTS  
DUE TO RECLASSIFICATION AND REGULAR PROMOTION**

In view of the availability of allotment for the payment of salary differentials due to CY 2019 approved ERFs and reclassification of positions of teaching personnel for the period covering August 1, 2019 to December 31, 2019, please submit the following requirements on or before October 29, 2019 to the Payroll Services Unit – Cam. Sur, to wit;

**RECLASSIFICATION (3 copies each):**

1. Approved Appointment;
2. Plantilla;
3. NOSCA;
4. Service Record;
5. Certificate of First Day of Service;
6. SARO (Certificate of Availability of funds from Division Office)
7. Latest Payslip
8. Agency Remittance Advice (ARA) c/o PSU;

**PROMOTION (3 copies each):**

1. Approved Appointment;
2. Approved Appointment of Incumbent;
3. Plantilla;
4. Service Record;
5. Certificate of First Day of Service;
6. Latest Payslip
7. Agency Remittance Advice (ARA) c/o PSU;
8. Division Clearance

Should you have queries about this matter, you may call the Payroll Services Unit (PSU) at 871-33-44.

For compliance.