



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPLOLOG CITY


RELEASED

BY:  NAME/SIGNATURE

DATE: 9/7/15

Division Memorandum
No. 218 s.2015

TO : Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
This Division

FROM :  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF NAMES OF TEACHING AND
NON-TEACHING PERSONNEL WITH UNPAID SERVICES**

DATE : September 3, 2015

Pursuant to Section 1, Rule IV of the Revised Omnibus Rules on Appointments and Other Personnel Actions, as amended, provides, as follows:

"Section 1. An appointment issued in accordance with pertinent laws and rules shall take effect immediately upon its issuance by the appointing authority, and if the appointee has assumed the duties of the position, he shall be entitled to receive his salary at once without awaiting the approval of his appointment by the Commission. The appointment shall remain effective until disapproved by the Commission. In no case shall the appointment take effect earlier than the date of issuance."

Per complaints received from the field that newly hired teachers have not received their salaries, this Office, hereby, requires the submission of hard copies of the attached forms and the requirements for payment of salaries to the SGOD, Human Resource Development Section (HRDS), and email the same to znsgod.hrds@gmail.com not later than **September 11, 2015**.

For immediate compliance.



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Enclosure No. 1

TO BE FILLED UP BY SCHOOL HEADS

School: _____
District: _____

No.	Name	Date of Approved Appointment	No. of Months Unpaid	Inclusive Months	Cause of delay

Prepared by: _____

School Head/ Principal _____



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Enclosure No. 2

DISTRICT CONSOLIDATION

District: _____

Name	School	Date of Approved Appointment	No. of Months Unpaid	Inclusive Months	Cause of delay

Public Schools District Supervisor