



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE PANGASINAN II

DIVISION MEMORANDUM

No. 503, s.2024

TO: **Public Schools District Supervisors**
Elementary and Secondary School Heads, OICs/TIC
All Others Concerned

FROM: **DR. VIVIAN LUZ S. PAGATPATAN, CESO VI**
Schools Division Superintendent

SUBJECT: **Submission of Monitoring Reports of Overpayment of Salaries to Personnel**

DATE: **September 23, 2024**

PARTICULARS

In line with our continuous efforts to strengthen internal controls, particularly in monitoring the overpayment of salaries to personnel who have retired, resigned, deceased and transferred to other agencies, on leave without pay, schools are hereby required to submit the following:

1. List of (Mandatory) Retirees
2. List of (Optional) Retirees
3. List of Resigned Personnel
4. List of Personnel Who Applied for Leave of Absence
5. List of Personnel on Leave of Absence Without Pay
6. List of Personnel Transferred to Other School (Non- Implementing Units)
7. List of Personnel Transferred to Other School (Implementing Units)
8. List of Personnel Transferred to Other Agency
9. List of Personnel Absent Without Form 6
10. Stoppage of Salary Form

The abovementioned list shall be submitted in two (2) copies (Administrative Office and Accounting Office) on or before the 5th day of the following month, with the exception of the Stoppage of Salary Form, which must be submitted immediately upon particular separation of Teacher or employee.

For your guidance and strict compliance.

