



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** All District Supervisors  
Coordinating Principals  
Elementary School Heads  
Secondary School heads  
OICs/TICs  
All Teaching and Non-Teaching Personnel

**FROM:**  **MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**SUBJECT:** **ADDENDUM FOR DIVISION UNNUMBERED MEMORANDUM 380,S.2018**

**DATE:** December 4, 2018

In addition to Division Unnumbered Memorandum 380,S.2018, please also submit the following unclaimed salaries and benefits effective on or before December 7, 2018;

- Loyalty pay
- Year End Bonus and Cash Gift
- Productivity Enhancement Incentives

Likewise, all supporting documents/attachments must be provided completely for the continuous processing of payments.

Strict and immediate compliance to this Memorandum is earnestly desired.


DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: <u>12/5/18</u>
By: <u>Rommel</u>
Ref. no. <u>448</u>

admep12/04/2018

DEPEDQUEZON-TM-SDS-04-010-001

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No: 09175824629





## DepEd – DIVISION OF QUEZON


Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Cell # 09175824627 or at [www.depedquezon.com.ph](http://www.depedquezon.com.ph)  
"Creating Possibilities, Inspiring Innovations"

Page 1 of 1



### UNNUMBERED MEMORANDUM

**TO:** All District Supervisors  
Coordinating Principals  
Elementary School Heads  
Secondary School Heads  
OICs/TICs  
All Teaching and Non-Teaching Personnel

**FROM:**  **MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**SUBJECT:** **SUBMISSION OF PERTINENT DOCUMENTS OF ALL TEACHING AND NON-TEACHING PERSONNEL FOR THE UNCLAIMED SALARIES AND SALARY INTEGRATION**

**DATE :** October 12, 2018

Please be advised that all newly hired, promoted and upgraded/reclassified teaching and non-teaching personnel are required to submit their respective documents for processing of the unclaimed salaries effective on or before October 19, 2018 including payment for as follows;


- first payment of salaries (substitute/regular/promotion/reclassification)
- second or additional payment for substitute/regular salaries
- second or additional payment for salary differentials (promotion/reclassification)
- unclaimed Proportional Vacation Pay (PVP) during the period of April 7 to June 3 of the current year (please do attach DTR for April 1-6, 2018)

Likewise, all supporting documents/attachments (including requirements for salary integration) must be provided completely for the continuous processing of payments and inclusion to regular payroll to RPSU.

Strict and immediate compliance to this Memorandum is earnestly desired.

admep10/12/18  
DEPEDQUEZON-TM-SDS-04-010-000

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)  
Cell No. 09175824629


DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: 10-12-18
By: Romell
Ref. no. 373