



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY

April 3, 2025

DIVISION MEMORANDUM

No. 219, s. 2025



RELEASING OF PAYSLIP IN SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary/Secondary School Heads/TICs
Administrative Officers II
All Other Concerned

1. The Schools Division Office of Escalante City aims to deliver quality administrative services to all Teaching and Non-Teaching Personnel. In line with this, the release of payslips will be handled through the Administrative Officer II assigned in each school. This includes the payslip of teachers, school heads, and non-teaching personnel belonging to the following:

- a. District I
- b. District II
- c. Senior High School
- d. Junior High
- e. Insular

2. **Effective on the release of April 2025 payslips**, payslips will no longer be available for pick-up at the Division Office. Instead, they will be distributed directly through the Administrative Officer II and will be released in each school. This new procedure ensures a more efficient and accessible distribution system for everyone and aims to reduce the need for travel to the Division Office, thereby improving the timeliness of payslip distribution.

3. In the processing of this data and information, the Department of Education (DepEd) remains committed to ensuring the free flow of information as required under the Freedom of Information Act (Executive Order No. 2, s. 2016) and to protecting and respecting the confidentiality and privacy of all data and information as mandated by the Data Privacy Act of 2012 (Republic Act No. 10173).

4. Enclosed is the form to be utilized for the distribution of paylips.

5. Immediate and wide dissemination of this Memorandum is desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

Reference :
Enclosure : 1
Allotment : Division Order No. 1, s. 2019
To be indicated in the perpetual index under the following subjects:
PAYSLIP SCHOOLS RECORDS
N. LOPEZ – RECORDS



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph



DepEd Tayo Escalante City



deped.escalantecity.weebly.com



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY

[NAME OF SCHOOL]

PAYSLIP FOR THE MONTH OF

(DISTRICT I)

	EMPLOYEE #	NAME OF TEACHER	SIGNATURE
1.			
2.			
3.			
4.			
5.			

(DISTRICT II)

	EMPLOYEE #	NAME OF TEACHER	SIGNATURE
1.			
2.			
3.			
4.			
5.			

(JUNIOR HIGH SCHOOL)

	EMPLOYEE #	NAME OF TEACHER	SIGNATURE
1.			
2.			
3.			
4.			
5.			



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph



Deped Tayo Escalante City



deped.escalantecity.weebly.com



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF ESCALANTE CITY

(SENIOR HIGH SCHOOL)

	EMPLOYEE #	NAME OF TEACHER	SIGNATURE
1.			
2.			
3.			
4.			
5.			

(INSULAR)

	EMPLOYEE #	NAME OF TEACHER	SIGNATURE
1.			
2.			
3.			
4.			
5.			

RELEASED BY:

DATE:

RECEIVED BY:

DATE:



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph



Deped Tayo Escalante City



deped.escalantecity.weebly.com