



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools  
Division Superintendent**

01 DEC 2023

DIVISION MEMORANDUM  
No. 863, s. 2023

**DEADLINE ON THE SUBMISSION OF SALARY CLAIMS FOR DIVISION PAID  
PERSONNEL**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisor  
Accountant III  
Budget Officer III  
Clustered Bookkeepers  
Administrative Assistant II & III  
All Others concerned

1. For the information and guidance of all persons concerned, please be informed that the deadline on the submission of December 2023 salary claim for Division paid personnel (newly hired) is set on **DECEMBER 18, 2023**, since the last school day for Christmas Break is scheduled on the 15<sup>th</sup> of December 2023
2. This is to provide ample time for the payroll section and the finance office to process before the year end.
3. Please be guided accordingly.

  
**NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent

11/30/23

NCO/JMA-MKP/PAYROLL/mtv  
November 30, 2023



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