

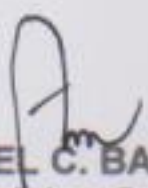


Republic of the Philippines  
Department of Education  
Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



**MEMORANDUM**

**TO :** Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **SUBMISSION OF REMAINING PAYABLES/OBLIGATIONS  
FOR CY 2018**

**DATE :** October 22, 2018

Please be informed that the deadline of submission for the remaining payables/obligations for CY 2018 is on or before **October 31, 2018**. The following payrolls with complete attachments should be submitted to the concerned personnel at the **HR Office** (please see attachment) on or before the said date:

1. Loyalty Pay
2. City Honorarium
3. Initial Salary (new/substitute teachers)
4. Maternity Leave (double pay)
5. Step Increment
6. Salary Differential
7. Hardship Allowance
8. Hazard Pay

School Heads should verify as to the correctness/accuracy of the documents submitted and shall be held accountable for whatever discrepancies that may be found during the processing of payments.

For strict and immediate compliance.

UM-508 s. 2018  
@ [01PER]