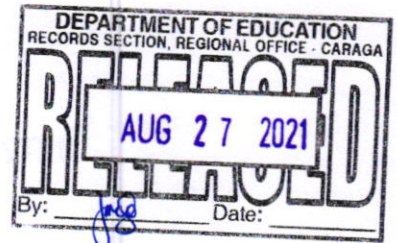




Republic of the Philippines
Department of Education
 CARAGA REGION



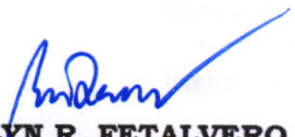
August 26, 2021

REGIONAL MEMORANDUM
 No. 071, s. 2021

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 ADMINISTRATIVE OFFICERS V/DIVISION HRMOs
 This Region

SUBMISSION OF REQUEST FOR INCLUSION OF ALL NEWLY HIRED ELEMENTARY
 SCHOOL TEACHERS AND DIVISION OFFICE EMPLOYEES TO THE
 REGIONAL PAYROLL UNIT (RPSU) SYSTEM

1. It has been observed in the Monthly Report on the Status of Filling-up and Other Personnel Movement that there are Schools Division Offices who have not yet submitted the Request for Inclusion of all newly-hired elementary school teacher and employees.
2. All Schools Division Offices, except the SDOs of Butuan City and Cabadbaran City who are already operating their own DPSU, are hereby directed to submit to the Regional Payroll Services Unit all requests for inclusion 1 month after the date of effectivity or after payment of the employees' first salary.
3. Please see attached revised checklist of documentary requirements for submission. Be reminded that the CSC's attestation in the appointment is not a requirement. The signed appointment of the Schools Division Superintendent will suffice.
4. For immediate compliance.


EVELYN R. FETALVERO, PhD., CESO IV
 Director IV
 Regional Director

Encls.: None
 Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

BENEFITS EMPLOYEES SALARY TEACHERS

PER/srp
 8/26/2021



Address: J.P. Rosales Avenue,
 Butuan City
 Trunkline No: (085) 342-8207
 Telefax No: (085) 342-5969
 Email: caraga@deped.gov.ph




 2021-08-10664
 Document Control No:
 DepEdRO13-F-REC-013/R3/2-18-2020

REQUEST FOR INCLUSION IN THE RPSU ROSTER

(New Teacher/Employee)

COMPLETE

NAME:

_____ (First Name)

_____ (Middle Name)

_____ (Last Name)

_____ (Suffix)

Date of Birth: _____

Civil Status: _____

Sex: _____

Division

Name: _____

GSIS BP No.: _____

Philhealth No.: _____

BIR T.I.N.: _____

HDMF No.: _____

ATM Account No: _____

ATTACHED WORKING PAPER/REQUIREMENTS:

1. Certified photocopy of Appointment
2. Last voucher/payrollis paid by the school or division/
Certification of last payment by the school or division
3. Certified photocopy of duly signed Personal Services Itemization
and Plantilla of Personnel (PSIPOP)
4. Previous Appointment, if any, to prove continuous service for payment
of bonuses and computation or payment of Proportional Vacation Pay (PVP)
5. GSIS Agency Remittance Advice (ARA) - Form B: Transfer of Office
6. BIR Form 2305 or photocopy of BIR Identification Card
7. PHILHEALTH Member's Data Record (MDR)
8. HDMF Identification Card
9. Photocopy of Official Servicing Bank slip bearing the Account No.
10. List of Outstanding Loans PLIs & GLIs form former School or Division

Submitted by:

Division Administrative Officer
Agency Authorized Officer
(signature over printed name)

To be filled by RPSU Staff:

_____ Division Code
 _____ Station Code
 _____ Employee Number
 _____ Position Code
 _____ Step Increment (1-8)