

Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY


May 20, 2026

DIVISION MEMORANDUM
 No. 352-2026

**GUIDELINES ON SUBMISSION OF PAYROLL CONCERNS, LEAVE APPLICATIONS,
 AND SEPARATION REQUESTS**

To: SDO Personnel
 Public School Heads
 School Teaching and Non-Teaching Personnel
 All Others Concerned

1. To streamline personnel services and ensure efficient and timely monitoring of payroll concerns and leave applications, all personnel are advised to use the following official links and forms:

| Services | Link / QR Code | Purpose |
|----------------------------|--|---|
| Payroll Concern | https://tinyurl.com/55jmcwau  | For salary-related concerns such as: a. Authority to Deduct and Authority to Stop Deduction (Enclosure 1) b. Updating of information in payroll and GSIS (Enclosure 2) c. Change of station code |
| LWOP and Separation | The link will be shared to the school administrators' DepEd email accounts. | For advance notice of Leave Without Pay (LWOP), resignation, or retirement to facilitate the timely activation or deactivation of payroll, updating of service records, and processing of GSIS records. |

***Once the LWOP and Separation link is shared, School Administrative Officers should input all LWOP and Separation details starting January 1, 2026.*

2. The following documents shall be submitted, as applicable:

| Action | Documentary Requirements |
|--|--|
| Salary Deduction | • Duly accomplished Authority to Deduct Form |
| Stoppage of Salary Deduction | • Duly accomplished Authority to Stop Deduction Form • Supporting documents (e.g., Certificate of Full Payment) |
| Update of Name (Payroll and GSIS) | • Birth Certificate • Marriage Certificate (if applicable) |
| Update of Station Code | • Assignment Order |





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| | |
|---|---|
| <p>Long Leave (30 days and above)</p> | <p>Sick Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Form 6 (2 copies) - Form 41 (1 copy) - School Clearance (2 copies) - Division Clearance (2 copies) <p>Vacation Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Form 6 (2 copies) - School Clearance (2 copies) - Division Clearance (2 copies) <p>Maternity Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Form 6 (2 copies) - Form 41 (2 copies) - School Clearance, (2 copies for School based personnel) - Division Clearance (2 copies for SDO based personnel) |
| <p>Return to Duty (RTD) Requirements</p> | <p>Sick Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Approved Form 6 (2 copies) - Form 86 (2 copies) <p>Vacation Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Approved Form 6 (2 copies) <p>Maternity Leave</p> <ul style="list-style-type: none"> - Letter of Intent (1 copy) - Approved Form 6 with Form 41 and School Clearance (2 copies) - Form 86 (2 copies) - Birth Certificate (2 copies) |

For guidance in the processing of Form 6 and Return to Duty (RTD) documents, the following shall be observed:

- a. Employees applying for long leaves shall coordinate in advance with the School Administrative Officer to determine whether the leave shall be with pay or without pay for appropriate action.
- b. Leave applications shall be processed as follows:
 - i. Leaves of thirty (30) days and above: Schools Division Office (SDO)
 - ii. Leaves below 30 days: School Administrative Officer
- c. Return to Duty documents shall be submitted at least two (2) weeks before the date of reporting to duty.



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- d. Requests for extension of leave shall be submitted at least two (2) weeks before the expiration of the approved leave.
 - e. Counting of leave days shall be based on the following:
 - i. Leaves charged against vacation service credits or leave credits, whether with or without pay – working days
 - ii. Other paid leaves – calendar days
 - f. School Administrative Officers shall be responsible for updating the leave ledgers of teaching personnel, including:
 - i. Short leaves
 - ii. Service credits
3. Employees who intend to separate from the service through resignation or retirement are advised to inform their School Administrative Officer in advance and submit a Letter of Intent to the Division Office at least thirty (30) days before the intended effectivity date. The Letter of Intent shall indicate the employee's updated cellphone number and email address for GSIS purposes.

For guidance in the processing of GSIS retirement claims, the following procedures shall be observed:

- a. The Personnel Unit shall initiate the processing of GSIS retirement claims through the updating and reconciliation of records; Once accounts are fully reconciled, member will be notified through email and SMS for the claim filing;
 - b. During the filing process, the member shall confirm the details reflected in the Electronic Claim Form (ECF) and upload a notarized Declaration of Pendency/Non-Pendency of Case (DPNPC);
 - c. The Head of Agency (HOA) shall receive notification through SMS or email regarding the claim application;
 - d. Upon approval of the claim, the member shall complete the facial authentication process within forty-five (45) calendar days; and
 - e. Upon completion of facial authentication, the claim proceeds shall be credited to the member's registered bank account.
4. Immediate dissemination of and strict compliance with this memorandum are hereby directed.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

SDS/AS/Personnel/ecf