



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



July 01, 2026

DIVISION MEMORANDUM
 No. **437-2026**

VIRTUAL ORIENTATION ON SALARY PROCESSING AND MANDATORY DEDUCTIONS FOR NEWLY HIRED TEACHING PERSONNEL (REGULAR AND SUBSTITUTE TEACHERS)

To: Public Schools District Supervisors
 Public School Heads
 School Administrative Officers
 Teaching Personnel
 All Others Concerned

- This Office announces the conduct of the **Virtual Orientation on Salary Processing and Mandatory Deductions** for all newly hired teaching personnel, both regular and substitute teachers, on **July 2, 2026 (Thursday)**, from **3:00 PM onwards**.
- The activity aims to:
 - discuss the requirements and procedures for salary processing;
 - explain the mandatory deductions and computation of net pay; and
 - clarify payroll-related processes and address common concerns.
- The orientation shall be conducted via Google Meet through the following link:
<https://meet.google.com/fke-wfkr-zix>

4. The activity matrix is as follows:

Time	Activity	Person In-Charge
3:00 – 3:10 PM	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Prayer 	Facilitator
3:10 – 3:20 PM	Message	Schools Division Superintendent
3:20 – 4:20 PM	Orientation Proper	Personnel Unit
4:20 PM	Closing Message	Assistant Schools Division Superintendent

- School Heads are hereby directed to ensure the attendance and participation of all concerned personnel.
- Immediate dissemination of and strict compliance with this memorandum are directed.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

OA-SDS/AS/Personnel/ecf

