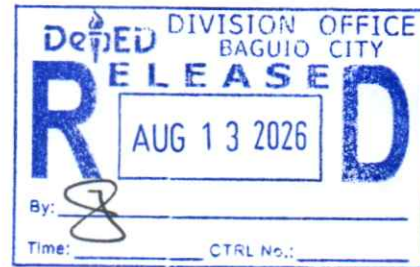




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 12, 2026

DIVISION MEMORANDUM

No. **517-2026**

**UPDATED GUIDELINES ON THE UTILIZATION OF DIGITAL MONITORING SYSTEMS
FOR PAYROLL CONCERNS, PERSONNEL SERVICES, AND GSIS RETIREMENT AND
SEPARATION CLAIMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public Schools District Supervisor
Public School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In relation to DM No. 352, s. 2026, "*Guidelines on Submission of Payroll Concerns, Leave Applications, and Separation Requests*," this Office directs all concerned personnel to maximize the use of the following monitoring systems to promote the efficient and timely delivery of personnel services. The systems may be accessed through the corresponding links provided below.

System	Focal Office	Link	Authorized Officers	Purpose
Centralized Payroll Helpdesk and Query Resolution System (CPH-QRS)	Payroll	https://tinyurl.com/55jmcwau	All employees	Official helpdesk for payroll-related inquiries and concerns. Responses and updates are sent to the registered email address.
Personnel Separation and Leave-Without-Pay Tracking System (PSLTS)	Leave Administrator	For Data Entry https://tinyurl.com/4mfmw5sh	Data Entry: School AOs	Monitors employees on Leave Without Pay (LWOP) and separation from the service, including RTD processing and payroll adjustments. Initial data are submitted by schools through their Administrative Officers.
	Service Record Administrator	For Status Monitoring https://tinyurl.com/3sxy8bvj	Status Monitoring: School Heads	
	Payroll GSIS AAO		School AOs	
Payroll Processing and Certificate of Last Payment Monitoring (PaCe Tracker)	Payroll	https://tinyurl.com/vc7xent8	School Heads School AOs	Monitors payroll processing for newly hired and substitute teachers, as well as the status of Claims for Last Payment (CLP) and GSIS claim submissions.



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Decentralized Form 7 and Attendance Monitoring Network (DFAMN)	DTR and Form 7 Administrator	Links were shared through the respective School AOs		Repository and monitoring system for Form 7 submissions and attendance records, supporting compliance monitoring and PVP Report preparation.
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2. In line with the GSIS digital transformation initiatives and pursuant to GSIS Memorandum Circular No. 076, s. 2026, **the submission for GSIS retirement and separation claim will be as follows:**

Step 1: The employee shall submit a Letter of Intent for retirement, resignation, or transfer at least one (1) month prior to the effectivity date. The letter must include the employee's updated contact number and email address.

Step 2: The employee shall submit the following requirements for the issuance of the Certificate of Last Payment (CLP):

- a. School Clearance – three (3) copies
- b. Division Clearance – three (3) copies
- c. City Clearance – three (3) copies
- d. Latest original payslip

Step 3: Processing of the GSIS claim submission shall commence upon confirmation that no overpayment as reflected in the CLP. Any overpayment must be fully settled prior to claim processing.

Step 4: The employee shall receive a notification from GSIS through the registered contact number and email address for the succeeding steps through the GSIS Touch Account.

3. To facilitate the timely and accurate processing of payroll for Newly Hired, Substitute, Asatids, Job Order and Provisional employees, all concerned are advised to adhere to the following payroll preparation and Daily Time Record (DTR) receipt schedule:

DTR Receipt Period	Payroll Preparation
DTRs received within the 1st week of the current month	2nd week of the current month
DTRs received within the 2nd and 3rd weeks of the current month	Last week of the current month

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