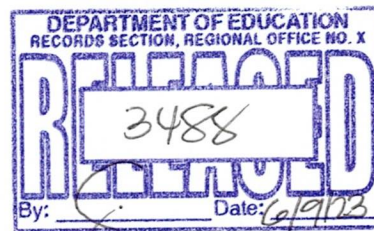




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



June 06, 2023

REGIONAL MEMORANDUM
 No. 309, s. 2023

ISSUANCE OF CERTIFICATION OF NON-PAYMENT AND CERTIFICATE OF LAST
 PAYMENT (CLP) OF SALARY TO EMPLOYEES

To: Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 RO Chiefs
 All Others Concerned

1. This Office would like to inform all Schools Division Offices (SDOs) that effective immediately, requests for the issuance of Certification of Non-Payment of salary and/or Certificate of Last Payment (CLP) shall be processed by the respective offices.

REQUESTING EMPLOYEE	RESPONSIBLE OFFICE TO PROCESS
School-based and SDO-based employees <i>(former and current)</i>	SDO c/o Administrative Officer II allocated for Payroll Services, under the Administrative Section- Payroll Unit or In-Charge
Regional Office-based employees <i>(former and current)</i>	Regional Office c/o Personnel Section under the Administrative Division

2. The following shall be the transitional measures to be taken:

Step	Action	Timeline/ Target Schedule	Person/Office Responsible
1	Process received requests for CLP and/or certification for non-payment	Until June 9, 2023	RO-Administrative Division- Personnel Section – Payroll Unit
2	Conduct orientation and provide standard templates to SDOs	On or before June 13, 2023	
3	Process requests for CLP and/or certification for non-payment, with reference to the payroll data files sent by RO to SDO	Starting June 13, 2023	Prepared by the AO-II for Payroll Services, under Administrative Section- Personnel Unit Certified Correct by AO-V, Administrative Section or AO-IV, Personnel Unit

*AO- Administrative Officer



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3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. This Office directs the immediate dissemination and strict compliance of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

REQUESTS SALARY

RE: Issuance of CLP and/or Certification of Non-payment of salary

AD/PS- amma