



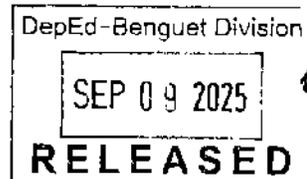
Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

September 8, 2025

DIVISION MEMORANDUM
 No. 383 s. 2025

Guidelines on the Submission of Claims for Field Personnel Benefits

To: Assistant Schools Division Superintendent
 Chief Education Supervisors of CID and SGOD
 Public Schools District Supervisors/In-Charge
 School Principals and Teachers-in-Charge
 Administrative Officer II
 All Concerned SDO Personnel



1. In view of the delayed processing and payment of field personnel benefits such as Step Increments, Salary Adjustments, Loyalty, Hardship Allowance, and ALS Benefits, this Office issues the following guidelines to assist concerned school officials.
2. All claims with complete documentary attachments shall be consolidated per District and submitted to this Office every 5th day of the ensuing month, together with the monthly submission of Form 48.
3. The documentary requirements are as follows:

Notice of Step Increments (NOSI)	Notice of Salary Adjustments (NOSA)	Special Hardship Allowance (Multi-grade, Hardship Post, ALS)
<ul style="list-style-type: none"> - Payroll - Duly certified photocopy by the School Head/Administrative Officer II (3 copies) <ul style="list-style-type: none"> a. Latest Appointment b. Latest Payslip - Updated Original Service Record 	<ul style="list-style-type: none"> - Payroll - Duly certified photocopy by the School Head/Administrative Officer II (3 copies) <ul style="list-style-type: none"> a. Latest Appointment b. Latest Payslip - Assumption to Duty (1 copy) - Updated Original Service Record 	<ul style="list-style-type: none"> - Payroll - Form 48 DTR with complete attachments (authority to travel, Locator slips, Certificate of Appearance, etc)



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Salary Claim for Substitute Teachers	Salary Claim for Contract of Service	Loyalty
<ul style="list-style-type: none"> - Updated Original Service Record - Duly Signed Form 48 with complete attachments, Biometrics generated and approved accomplishment reports with complete attachments (Travel Authority, Locator Slip, Certificate of Appearance, Proof of Suspension) - All original (2 sets) - Subscribed Personal Data Sheet (1 original, 1 certified photocopy) - Certified Photocopy of the following (2 copies): <ul style="list-style-type: none"> a. Latest Appointment b. Oath Of Office c. Assumption to Duty d. BIR Form 1905/1902 e. Duly Certified Photocopy of Updated Pag-ibig Member Data Form (old Member), Screenshot of Tracking Number (new members) f. Duly Certified Photocopy of Updated Philhealth Member Data Form (MDR) g. Duly Certified Photocopy of ATM Card or Account Number 	<ul style="list-style-type: none"> - Duly Signed Form 48 with complete attachments, Biometrics generated and approved accomplishment reports with complete attachments (Travel Authority, Locator Slip, Certificate of Appearance, Proof of Work Suspension) - All original (2 sets) - Accomplishment Report certified and signed by the School Head - Photocopy of the contract, duly certified by the School Head - Duly Certified Photocopy of ATM Card or Account Number (<i>1st time claimants</i>) 	<ul style="list-style-type: none"> a. Duly Certified Photocopy of Original Appointment by the School Head/Administrative Officer II b. Updated Original Service Record



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ITANAN
 Insaan, Tala, Akomplishment, Edukasyon, Advancement, Buhay, Galing





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4. The preparation of payroll shall be the responsibility of the Administrative Officer II of each school, **subject to review and certification by the School Head**, and submitted per district with the corresponding transmittal lists.
5. **It is hereby reiterated that DTRs with incomplete attachments shall not be processed, and the accountability shall rest with the certifying personnel.**
6. These guidelines shall take effect for claims starting September 2025.
7. Strict compliance with these guidelines is hereby enjoined.

ESTELA P. LEON-CARINO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



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