



Title of Frontline Service: **PROCESSING OF SALARY IMPLEMENTATION FOR NEWLY-HIRED DEPED PERSONNEL**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Newly-hired Employees	2 copies of each: <ul style="list-style-type: none"> <li>• Approved Appointment</li> <li>• First Day of Service</li> <li>• Plantilla</li> <li>• Personal Data Sheet (PDS)</li> <li>• DBP ATM ACCT. no.</li> <li>• Pag-ibig UMID No.</li> <li>• GSIS BP no.</li> <li>• Philhealth no.</li> <li>• BIR Form 2305 (If married attached Marriage Certificate and Child's NSO Live Birth)</li> </ul> <i>Note: All photocopied documents shall be certified by the Division Records Officer</i>	2 working days and 3 hours

**How to Avail of the Service?**

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits/emails the complete supporting documents for salary implementation of newly hired teachers/personnel thru: <a href="mailto:maimaiabadilla@gmail.com">maimaiabadilla@gmail.com</a>	Receives and checks completeness of pertinent supporting documents for salary implementation of newly hired teachers/personnel.  Emails documents to Ms. Cherryqui Tuban.	1 hour	Myrin Abadilla  (For IUs and OUs- bookkeeper)	None	As stated
2		Prepares list of newly-hired personnel for implementation (RPSU format)  Encodes data for implementation in the program and prepares endorsement letter	2 days	Cherryqui Tuban	None	None

3		Signs endorsement letter	1 hour	Araceli Gudelosao	None	None
4		Transmits/emails endorsement letter with supporting documents to RPSU for salary implementation.	1 hour	Cherryqui Tuban	None	None
<b>END OF TRANSACTION</b>						