



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

17 March 2023

DIVISION MEMORANDUM

No. 133 s. 2023

ORIENTATION OF ALL SCHOOL PAYROLL-MAKERS FOR THE SPECIAL EDUCATION FUND-
TEACHER'S INSTRUCTIONAL SUBSIDY ALLOWANCE

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
ELEMENTARY & SECONDARY SCHOOL HEADS
SCHOOL SEF PAYROLL-MAKERS
ALL OTHERS CONCERNED

1. This Office, through the Planning and Research Section of SGOD in coordination with the City Accounting Office-City Government of Tacloban City informs all concerned School Payroll-Makers for SEF-Teacher's Instructional Subsidy Allowance come March 23, 2023, 9:00 in the morning to 12:00 noon at Gabaldon Hall, San Fernando Central School, Tacloban City.
2. The objectives of this Orientation are the following:
 - 2.1. How to make a payroll for the SEF Teacher's Subsidy
 - 2.2. Protocols on the submission of the payroll attachments & signatories
 - 2.3. How deductions are made, guidelines on deducting, & what office authorized to deduct
 - 2.4. Presentation of the process of submission of quarterly payroll vouchers from schools to Planning & Research Office, obtaining signatures and forwarding the same to City Hall concerned Office In-Charge
 - 2.5. Other Matters.
3. For information, guidance, and compliance of all concerned.

PRS-SGOD

MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

