



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

January 20, 2025


DIVISION MEMORANDUM
NO. 057 S. 2025

SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2025

To:

Assistant Schools Division Superintendent
Chief of Finance
Chief of OSDS
Chief of HRMO
All Implementing Units
All Others Concerned

1. In reference to the Regional Memorandum No.036 s. 2025 entitled "Schedule of Salary Release for Calendar Year 2025.
2. Attached are the Schedule of Salary Release for Calendar year 2025 for more information.
3. The cut-off date of submission of Monthly Payroll Worksheet and Report of Service (Form 7) and encoding of payroll concern request in the Google Sheet by the RO/SDO in-charge is every 20th day of the prior month.
4. All concerned offices shall strictly follow the schedule to ensure the timely release of accurate salary and other benefits.
5. For immediate, wide dissemination and strict compliance of this Memorandum are desired.


SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

Enclosure: as stated
References: Regional Memorandum No.036 s.2025
To be indicated in the Perpetual Index under the following subjects:
Monthly Salary Schedule

