



DIVISION MEMORANDUM

No. 160, s. 2018

To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

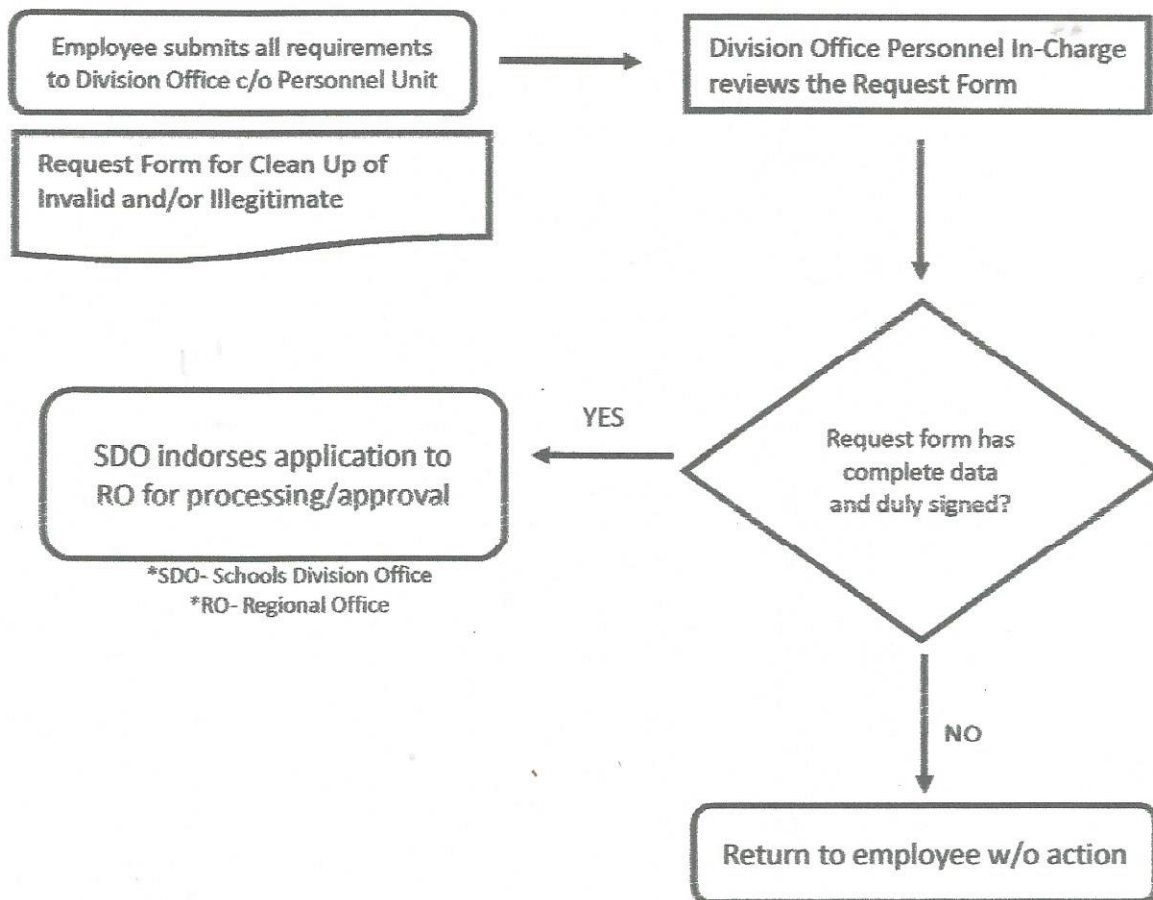
Subject: Request for Removal of Invalid and Illegitimate Deductions on Salary

Date: June 07, 2018

1. This is to inform all employees that per Regional Memorandum 301, s. 2018, all employees who have invalid and illegitimate deductions effected on their salary must request removal of such deductions using the attached form.
2. All employees are reminded that the Request Form attached is for stoppage or removal for invalid and illegitimate deductions only.
3. For information, guidance and strict compliance.



PROCESS FLOW ON APPLICATION FOR REMOVAL OF INVALID DEDUCTIONS





DEPARTMENT OF EDUCATION
Region X
DIVISION OF EL SALVADOR CITY

To the Future, El Salvador!

REQUEST FORM FOR CLEAN UP OF INVALID AND/OR ILLEGITIMATE DEDUCTIONS

(Date)

Dir. ALLAN G. FARNAZO, CESO IV
Regional Director IV
Department of Education Region 10
Cagayan de Oro City

Thru: Mr. Agustines E. Cepe, Ph.D., CESO VI
Schools Division Superintendent

Attn: Chief, Payroll Services
Regional Office

Sir:

I would like to request for the clean up of invalid and illegitimate deductions effected on my salary.
Below is/are the details of such deduction/s which I request to be removed:

Code	Name of Entity	Effectivity Date	Termination Date	Amount of Deduction (PHP)	Remarks / Reason for Deletion

Submitted by:

SIGNATURE OVER PRINTED NAME

EMPLOYEE NO: _____

DIVISION: _____

EL SALVADOR CITY

DATE: _____

STATION: _____