



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



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**DIVISION MEMORANDUM**

No. 104, s. 2019

TO: Administrative and Personnel Section  
Job Orders (Office and Field)

FROM: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
OIC-Schools Division Superintendent

SUBJECT: Submission of Documentary Requirements for Salary Claim

DATE: May 24, 2019

1. All Job Orders are hereby directed to attach the following document requirements in their salary claim effective May 31, 2019:
  - a. Duly accomplished Form 48 (DTR)
  - b. Monthly Accomplishment Report
  - c. Biometrics printout
2. For strict compliance.