



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila



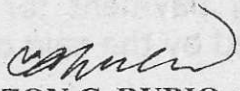
August 14, 2012

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors/Coordinators
Elementary/Secondary School Principals
Officers In-Charge
Heads of Administrative Units
All Contractual Teachers & Non-Teaching Personnel Concerned

For the information and guidance of the field, attached is a letter dated August 6, 2012 from Mrs. Editha V. Alzona, City Accountant, Quezon City Hall, Quezon City, regarding the notice of suspension under NS No. 12-017-100(12) dated July 16, 2012, requiring additional documents to support the claims for salaries of all teaching and non-teaching personnel under job order, which is self-explanatory.

Immediate dissemination and compliance of this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Incls.:

As stated.

August 6, 2012

MS. MARLENE S. AGUILAR
City Personnel Officer
City Personnel Office
This City

09 AUG 2012

Dear Ms. Aguilar:

Acting on the Notice of suspension under NS No. 12-017-100(12) dated July 16, 2012 which was received by this Department on July 25, 2012 that requires additional documents to support the claims for salaries of employees under job order contract, as follows:

- p/s attach*
m. 1.
2.
- ✓ 1. Specific and quantified work accomplishments properly signed by the employee and approved by the immediate supervisor; and
 - ✓ 2. Certification by the Head of Department that the activities/services rendered were vital and cannot be provided by the regular or permanent staff of that Department.

The above-mentioned documents is required under Sec. 4 (6) of P.D. No. 1445.

In this regard, may we request that all succeeding claims involving payment for salaries of job order contracts have to be supported by the said documents.

For your information and appropriate action.

Very truly yours,


EDITH M. ALZONA
City Accountant