

## Template and Guide for the Citizen's Charter

### 3. Processing of Payment of Supplemental Payroll

This service involves the preparation and processing of the salaries of teaching (substitute, newly hired, transferred-in /transferred-out) and non-teaching personnel.

Office or Division:	Personnel Section		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	New entrants Substitute Teachers Transferred Employees Newly Promoted Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Original received copy of Appointment		Personnel Section	
2. Assignment Order or Letter of Accommodation		Personnel Section	
3. Oath of Office		Personnel Section	
4. .Certificate of Assumption		Personnel Section	
5. SALN		Client	
6. PDS		Client	
7. Approved DTR		Client	
8. BIR Forms 1902 and 2305		Client	
9. Philhealth update MDR		Client	
10. Pag-Ibig MID Number		Client	
11. Filled-up GSIS Membership Form		Client	
12. PSA Birth Certificate		Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documents for Claim of Payments to Personnel Section	1.1 Attach the required documents for salary and prepare computation and payroll.	None	2 days	HR Personnel/ Administrative Assistant III
	1.2 Review and sign the request for payment.	None	2 days	Administrative Officer IV/ Administrative Officer II
	1.3 Submit the payroll to Budget Office to certify funds available	None	1 day	HR Personnel/ Administrative Assistant III
	1.4 Sign the payroll for approval of payment	None	1 day	SDS
	1.5 Submit the payroll to the Accounting office for processing of payment.	None	1 day	HR Personnel/ Administrative Assistant III
	<b>TOTAL:</b>	<b>NONE</b>	<b>7 days</b>	