



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 182 s. 2021

TO : **All Concerned Employees**

DATE : July 7, 2021

SUBJECT : **SUBMISSION OF REQUEST LETTER FOR ADJUSTED TERMINATION DATE OF ALL LOANS TO REGIONAL PAYROLL SERVICES UNIT(RPSU)**

1. The Payroll Services Unit informed this office after our query of so many unexplained changes in the termination dates of loans in government and private lending institutions, that the changes are due to an automatic adjustment that happened at the Central Office Payroll Services Unit.
2. In relation to this, the office would like to assist the concerned in checking their records. To fast track the correction, all concerned employees who were affected on the adjustment are advised to submit their names and supporting documents which includes the photocopy of their old payslip(with original date) and new payslip(1st payslip where the error started) to their school head for consolidation and submission to the SDO.
3. School Heads will consolidate and will prepare the request letter. The letter will be addressed to our OIC-Schools Division Superintendent through our Administrative Officer V. The Division Office will be the one to endorse the letter to RPSU. Below is the table that will be used or that will be attached as easier way to provide the details needed in the request letter.

No.	Employee Number	Name	Adjusted/Error Date	Correct/Original Date
1	1234567	Juan Dela Cruz	02/02/2025	10/25/2022
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4. For information and widest dissemination.

IRENE S. ANGWAY PhD, CESO VI
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Officer-in-Charge, Office of the Schools Division Superintendent



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