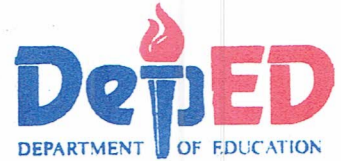




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



MEMORANDUM:

TO: Schools Division Superintendents
Principals/ OICs of Secondary Schools (RPSU Paid Schools)
Division Accountants/ Bookkeepers
All Concerned

FROM: *G. Ledesma*
MA. GEMMA M. LEDESMA, CESO V
Director III *skv*
OIC, Office of the Regional Director

SUBJECT: Payment of CY 2017 Clothing Allowance

DATE: April 05, 2017

In order to facilitate the preparation of payroll and payment of CY 2017 CLOTHING ALLOWANCE, please submit to Regional Payroll Services Unit (RPSU) **on or before April 12, 2017** the List of Personnel not entitled to receive Clothing Allowance **based on the MARCH 2017 payroll**. The report shall include the following, to wit:

1. Letter request for the preparation of payroll and payment through ATM of Clothing Allowance;
2. List of Personnel **not entitled** to Clothing Allowance **included in the March, 2017** payroll using the format below:

DivCode	StaCode	EmpNo.	EmpName	Reason

Certified Correct:

In cases where all are entitled to Clothing Allowance, please state in your request that all personnel per March 2017 payroll are entitled to said allowance.

For your information and compliance.

Thank you.