



Office of the Secretary

JUN 26 2008


DepED MEMORANDUM

No. 304, s. 2008

**MECHANICS FOR THE PAYMENT OF MONTHLY ALLOWANCE FOR MUSLIM
TEACHERS/ASATIDZ IN ARABIC LANGUAGE AND ISLAMIC VALUES
EDUCATION THROUGH ATM OF LAND BANK**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepED) had started paying the allowances of Asatidz in June 2007 pursuant to DepED Memorandum No. 250, s. 2007, entitled "Guidelines in the Payment of Allowances of Muslim Teachers (Asatidz) of Arabic Language and Islamic Values Education (ALIVE) in the Public Elementary Schools". However, following the procedure of payment indicated therein, most of the schools divisions have encountered delays in the release of payment considering the time element involve from the receipt of Sub-ARO up to the release of NCA by the concerned DBM Regional Office.
2. To ensure the timely release of the Asatidz' monthly allowance, payment shall be made thru Land Bank of the Philippines-ATM which shall take effect in July 2008. The mechanics of payment is shown in the Enclosure.
3. For far flung areas that are not being served by the LBP, the Schools Division Superintendent shall notify the Office of the Undersecretary for Finance and Administration copy furnish the Undersecretary for Muslim Affairs. The Schools Division Superintendent shall likewise recommend the most effective and efficient manner of payment.
4. The guidelines shall be discussed during the conduct of one-day Orientation on the Mechanics of Payment of Monthly Allowances for Asatidz of Arabic Language and Islamic Values in Public Elementary Schools. The schedules by region/cluster and venues shall be announced later.
5. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.: As stated

Reference: DepED Memorandum: (No. 250, s. 2007)

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

ALLOWANCE
PAYMENT

RULES & REGULATIONS
TEACHERS

VALUES EDUCATION

Enclosure to DepED Memorandum No. 304, s. 2008

MECHANICS OF PAYMENT THRU LBP-ATM

For the month of June 2008

1. Issuance of DepEd Memorandum re Mechanics of Payment of ALIVE Teachers allowance thru LBP-ATM.
2. The Regional Office submits to the Office of the Undersecretary for Muslim Affairs a consolidated List of Deployed Asatidz by Region, Division and School. The list shall be certified by the District Supervisor and Principal of the School.
3. The Regional Office issues a memo directing the asatidz to open an ATM account to the LBP branch nearest to his/her school.
4. The Regional Office consolidates data on the ATM account of the asatidz and submits it to the Office of Undersecretary for Muslim Affairs which in turn transmits to LBP-Pasig or LBP DepED Extension Office.

For the Month of July 2008

1. The Regional Office consolidates the asatidz payroll by Division indicating the actual number of contact hours and transmits it by fax to the Office of the Undersecretary for Muslim Affairs before the 10th day of July for the processing of payment.
2. The Office of the Undersecretary for Finance and Administration submits the processed payroll to LBP for credit to individual account.

For the Month of August 2008

1. The Office of the Undersecretary for Muslim Affairs initiates the processing of July payment upon receipt (thru JRS) of the original documents duly certified by the Schools Division Superintendent as required in June 2008.
2. The DepED Accounting Division submits the original documents to the Office of the Department Auditor; payment for the month will not be processed pending its submission.

For the Succeeding Months

1. The Regional Office submits consolidated payroll before the 10th day of every month for processing. Likewise, no processing shall be made without the original documents required during the previous month.