

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

June 6, 1991

DECS O R D E R  
No. 65, s. 1991

TRANSFER OF RESPONSIBILITY FOR PAYING SALARIES  
OF NEW TEACHERS WITH REGULAR APPOINTMENTS

To: Regional Directors  
Schools Superintendents  
Finance Officers

1. Under existing arrangements, all newly-appointed teachers with regular appointments shall be paid by the regional office concerned until the Payroll Services Division can take over the responsibility.

2. To systematize the turnover of payroll preparation regionwide and nationwide, all teachers appointed during a half-year shall start to be paid through the centralized payroll at the beginning of the second succeeding half-year.

3. This will allow sufficient time for regional offices to consolidate their listings of new teachers and supporting documents required and for the Payroll Services Division to encode, verify and provide the regional offices with confirmation copies of the new adjusted regular payroll. The schedule for the first half-year follows:

January 1-June 30, 1991	Appointment of new teachers
July 1-September 30, 1991	Consolidation and submission of appointments and other documents to PSD
October 1-December 31, 1991	Processing by PSD and confirmation by ROs
January 1, 1992	Start of payments by PSD

4. For information and compliance.

(SGD.) ISIDRO D. CARINO  
Secretary

Reference:

DECS Order: No. 132, s. 1990  
Allotment: 1-2--(M.O. 1-87)  
To be indicated in the Perpetual Index  
under the following subjects:

RULES & REGULATIONS  
SALARIES

SERVICE  
TEACHERS