

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City




April 4, 2017

Division Memorandum No. 232, s. 2017

**CLOTHING AND UNIFORM ALLOWANCE OF DIVISION PAID PERSONNEL**

TO: PSDS/ District OIC's  
Elementary and Secondary Public School Heads  
Public School Teachers (Elementary & Secondary)  
Non-Teaching Personnel

1. District offices are required to submit Clothing and Uniform Allowance Payroll (sample attached herein) and supporting documents (Copy of Appointment and First Day of Service) for division paid personnel or those personnel who are not yet included in the regional payroll on or before April 17, 2017 to accounting unit.
2. Please refer to Budget Circular 2012-1 dated February 23, 2012 on the rules and regulations on the grant of the said benefit.
3. For strict compliance.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent *R*

Department of Education  
 DIVISION OF CEBU PROVINCE  
 Sudlon, Lahug, Cebu City  
 District of \_\_\_\_\_

**PAYROLL FOR CLOTHING AND UNIFORM ALLOWANCE 2017**  
 (DIVISION PAID PERSONNEL ONLY)

No.	School	Name	Position	Date of Appointment	First Day of Service	Amount Due	SIGNATURE	
<b>ELEMENTARY</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
	sub-total Elementary							
<b>JUNIOR HS</b>								
1								
2								
3								
4								
	sub-total Junior HS							
<b>SENIOR HS</b>								
1								
2								
3								
4								
	sub-total Senior HS							
<b>GRAND TOTAL</b>								

**CERTIFIED:** Services duly rendered as stated.

**APPROVED FOR PAYMENT:**

\_\_\_\_\_  
 Signature over Printed Name of Authorized Official

\_\_\_\_\_  
 RHEA MAR A. ANGTUD, Ed.D., CESO VI  
 Schools Division Superintendent

**CERTIFIED:** Supporting documents complete and proper; and cash available in the amount of P\_\_\_\_\_.

**CERTIFIED:** Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name.

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 RIANN C. VILLAMANTE  
 Accountant III

\_\_\_\_\_  
 MA. TERESA A. PERALTA  
 Cashier III