



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

January 7, 2026

DIVISION MEMORANDUM NO. _____

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II
ADMINISTRATIVE ASSISTANTS II
ADMINISTRATIVE ASSISTANTS III
ALL CONCERNED PERSONNEL**

**SUBJECT: DEADLINES OF SUBMISSION OF DOCUMENTARY REQUIREMENTS
FOR PAYROLL PROCESSING**

PARTICULARS

This is to inform that starting **JANUARY 7, 2026**, the following deadlines for **submission of documentary requirements for payroll processing SHALL BE STRICTLY OBSERVED:**

LOYALTY PAY

Every 10th day of the month of Effectivity

SPECIAL HARDSHIP ALLOWANCE

1st Quarter (January-March) – Every 10th day of April
2nd Quarter (April-June) – Every 10th day of July
3rd Quarter (July-September) – Every 10th day of October
4th Quarter (October-December) – every 3rd day from the start of Christmas break

* Pursuant to the DepEd Order 39 s. 2021

MATERNITY LEAVE PAY

Upon Submission of Reinstatement Documents

SALARIES OF SUBSTITUTE

Every 10th day of the month

SALARIES, WAGES, SALARY DIFFERENTIALS AND OTHER BENEFITS

Every 5th day of the month

LIST OF EMPLOYEES GRANTED STEP INCREMENT (LOEGSI)

Every 5th day of the month of Effectivity

For information, guidance, and strict compliance of all concerned.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent