



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

DIVISION MEMORANDUM  
NO. 255, s. 2026

April 21, 2026

**SUBSTITUTE TEACHER'S GSIS EBCS REGISTRATION FOR SALARY CLAIMS**

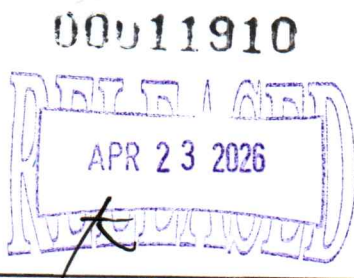
TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
School Heads of Public Elementary Schools  
School Heads of Public Elementary Schools  
All Others Concerned

1. This Memorandum is hereby issued to prescribe the submission of a GSIS BP Number as an additional documentary requirement for the processing of salaries of Substitute Teachers.
2. Substitute Teachers who do not yet have a GSIS BP Number are directed to coordinate with their Administrative Officers for the application of GSIS BP Number in the SDO Pampanga Personnel Unit.

Documentary Requirement for Application of BP Number:

- a. Copy of Appointment
  - b. Personal Data Sheet (PDS)
  - c. Service Record
3. School Heads and Administrative Officers shall ensure that all payroll documents of Substitute Teachers are complete, including the GSIS BP Number, before submission of claims to the Accounting Unit.
  4. Attached herein is the checklist of documentary requirements for the processing of Salary of Substitute Teachers.
  5. This requirement is intended to ensure accurate recording, validation, and timely release of salaries, and to avoid delays arising from incomplete documentation.
  6. Substitute Teachers may claim for monthly salary or one time basis.

All concerned are enjoined to be guided accordingly and comply strictly with this requirement.



**ROMEO M. ALIP, PH.D, CESO V**  
Schools Division Superintendent



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<b>Checklist for Payments of Substitute Salary</b>	
(Arrange Documents as Follows)	
2 Copies	Obligation Request (ObR)
3 Copies	Disbursement Voucher (DV)
2 Sets	Daily Time Record (DTR)
2 Copies	Photocopy of Appointment
2 Copies	Photocopy of Transmittal/ Report of Appointment Issued (RAI)
1 Copy	Service Record
2 Copies	Form 6 of Teacher on Leave
2 Copies	Form 41 of Teacher on Leave
2 Copies	Form 211 of the Substitute Teacher
2 Copies	Oath of Office
2 Copies	SALN
2 Copies	Certificate of Assumption to Duty
2 Copies	Form 7
2 Copies	Clear Copy of ATM (Indicated in the DV)s
1 Copy	Personal Data Sheet (PDS)
1	GSIS BP Number – (Indicate in the DV and PDS the BP Number)
<i>(For Photocopy Documents - should be certified by the School Head)</i>	



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ACCOUNTANT