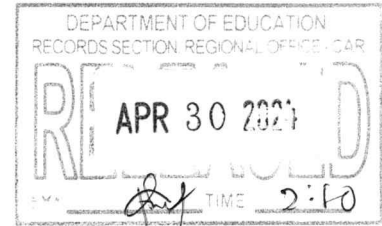




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

April 25, 2024



REGIONAL MEMORANDUM

No. 248.2024

ADDENDUM TO RM NO. 30 s. 2024 RE: ISSUANCE OF CERTIFICATE OF LAST PAYMENT (CLP)

To : Asst. Regional Director
All Schools Division Superintendents
Chiefs of Administrative Services and Finance Divisions
School Heads
Heads, Schools Division Administrative Units
Heads, Schools Division Finance Units
Head, Regional Payroll Services Unit (RPSU)
Others concerned

1. This Regional Memorandum is being issued as an addendum to Regional Memorandum No 30 s. 2023.
2. There are active teaching/non-teaching DepEd-CAR personnel who are being paid at the Regional Payroll Services Unit (RPSU) and who require Certificates of Last Payment (CLP) for transfer to Implementing Units within the DepEd-CAR. Because these personnel need their CLPs the soonest to receive their salaries and allowances at the implementing unit/s they transferred to/are transferring to, the RPSU shall facilitate the release of the CLPs to the Division Offices. In the event of salary overpayment, it shall be the responsibility of the Division Office Accountant to make sure that said salary overpayment reflected in the CLP of transferees to implementing units within DepEd-CAR is settled by the concerned transferee.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

ASD/mab/cdad



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