



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**TO:** Public Schools District Supervisor  
School Head of Aurora S. Sevilla Libtangin Elementary School  
All other concerned

**FROM:**   
**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

**SUBJECT:** **ENCODING OF PAYROLLS IN THE FINANCIAL DATA ENTRY SYSTEM (FINDES)**

**DATE:** December 03, 2025

1. Ms. Ana Marie H. Malelang, Administrative Officer II of Aurora S. Sevilla Libtangin Elementary School, Gasan District is requested to report to the Division Office – Cash Unit on December 04, 2025 until December 31, 2025 to help encode in the Financial Data Entry System (FinDES) the following payrolls:

- a. 2023 Performance Based-Bonus of school-based personnel (Elementary, Junior High School, and Senior High School)
- b. 2025 Loyalty Pay of Elementary, Junior High School, and Senior High School teaching and non-teaching personnel
- c. 2025 Hardship Allowance of Multigrade and ALS Teachers
- d. Salary of newly-hired teaching and non-teaching personnel
- e. Salary differential of teaching and non-teaching personnel
- f. Reimbursement of travel and miscellaneous expenses
- g. GSIS Refund of teaching and non-teaching personnel

2. Immediate dissemination and compliance with the contents of this Memorandum is desired.