

10. Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances)

Stoppage/Deletion of Deductions in the Payroll (Loans and Insurances) is requested by teaching/ non- teaching personnel who was fully paid or approved for GFAL. The Personnel-in-Charge for PLI will prepare a communication addressed to respective banks.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	DepEd Teaching and Non-Teaching Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request for stoppage deletion of loans with valid/ justifiable reason/s (1 original copy)		Client		
2. Photocopy of DepEd ID (3 copies)		Client		
3. Latest Pay slip (1 Original and 2 photocopies)		Client		
4. Filled out deletion form with original stamp from PLIs (1 Original and 2 photocopies)		Personnel Section		
5. Certificate of No Obligations from PLIs or Original Copy of Official Receipt (1 Original and 2 photocopies)		Client		
<i>Note: All Documents should be submitted on or before the 22nd of every month to be reflected in the next month payroll</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to Records	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and evaluate the documents and take appropriate action	None	10 minutes	ADAS/ Personnel Section Staff
	1.3 Forward for initial/ signature <i>Note: Signatory varies depending on the gravity of request.</i>	None	10 minutes	ADAS/ CAO/ RD
	1.4 Release the signed document through the Records Section	None	5 minutes	ADAS/ Records Section Staff
TOTAL:		None	30 minutes	