



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

Note: All Documents should be submitted on or before the 22nd of every month to be reflected in the next month payroll

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	