

## Republic of the Philippines

# Department of Education REGION VIII - EASTERN VISAYAS

April 15, 2020

### REGIONAL MEMORANDUM

No.

, \$ 2020

# SUBMISSION OF FINDINGS ON PAYROLL MASTERFILE

Schools Division Superintendents To: Division HRMO/Payroll Incharge All Others Concerned

- For easy tracking and monitoring on the action taken for Payroll Masterfile sent to the Schools Division Offices on a monthly basis, all findings must be sent to one email address only: nerioclenton.areglado@deped.gov.ph effective April 15, 2020 using the attached template.
- The Masterfile is usually sent to the Schools Division Offices thru the email addresses provided to this Office from 10<sup>th</sup> to 13<sup>th</sup> of every month under normal circumstances. SDOs are given two (2) days to act on the payroll masterfile and are requested to send the template back with or without findings. The Regional Payroll Services shall proceed with the printing of the payroll after the 2-day period.
- For information, guidance and strict compliance. 3.

RAMIR B. UYTICO EdD, CESO IV

Director IV 🦡

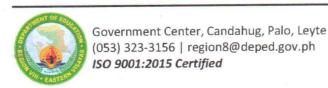
**Enclosure: Template** 

Reference: RM 005, s. 2020

To be indicated in the Perpetual Index under the following subjects:

**FINDINGS** MASTERFILE **PAYROLL** 

AD-PS-EDR



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Republic of the Philippines

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REGIONAL OFFICE VIII - EASTERN VISAYAS

DIVISION OF

# FINDINGS ON PAYROLL MASTERFILE

For the Month of

	Remarks						
	Particulars					•	
	Deduction Records						×
	Appel						A
	Last Name		r,				
	Middle Name (Full)						
	First Name						
	Level/School						
	Employee Number						
	No. Station				ac:		
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Reviewed by:

Division In-charge