



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 15, 2020

**REGIONAL MEMORANDUM**

No. **231**, s. 2020

**SUBMISSION OF FINDINGS ON PAYROLL MASTERFILE**

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

1. 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](mailto:nerioclenton.areglado@deped.gov.ph) effective **April 15, 2020** using the attached template.
2. 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.
3. For information, guidance and strict compliance.

  
**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



