



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

June 22, 2020

**REGIONAL MEMORANDUM**

No. **325**, s. 2020

To: Schools Division Superintendents  
Division HRMOs/Payroll In-charge  
All Others Concerned



**USE OF GOOGLE SHEET TEMPLATES IN THE SUBMISSION OF  
REQUESTS FOR PAYROLL SERVICES**

1. For a more accurate, faster, and transparent service transactions, this Office shall implement the use of google sheet templates in capturing data/information for regular payroll services starting **July 1, 2020**.
2. The payroll services include the following:
  - Inclusion of Newly Hired Employees;
  - Salary Adjustment due to Promotion, Reclassification, Step Increment, Demotion, Tax adjustment, etc.;
  - Exclusion of Retired/Resigned/Absence Without Official Leave Employees;
  - Transfer of Station/Redistricting;
  - Inactivation/Reactivation of Salary;
  - Change of Personal Information; and
  - Other Payroll Concerns.
3. Relative to this, the Schools Division Offices are requested to submit the name of person responsible in accomplishing the templates for the above-mentioned services with DepEd email address, and contact number following the template below on or before **June 29, 2020**:

Division	Name of Person Responsible	DepED Email Address	Contact Number



4. The templates and instructions shall be shared to the submitted email addresses of the person responsible.
5. All the information provided for in the google sheets shall be considered official and that the Schools Division Superintendents shall ensure that the documentary requirements have been met and are properly filed in their respective offices for reference and verification purposes.
6. Immediate compliance with this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
**Director IV**  


Reference: Concept Paper for Payroll Services

Enclosure: None

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

GOOGLE SHEET  
TEMPLATES

PAYROLL SERVICES  
TRANSACTIONS

AD-PS-EDR