



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

July 28, 2021

**OFFICE MEMORANDUM**

No. **000341**s. 2021

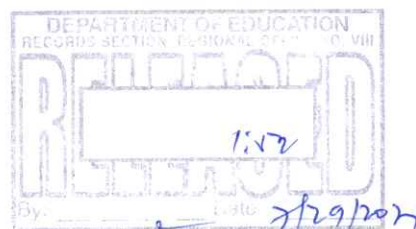
To: **OIC-Office of the Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Finance and Administrative Division  
All Others Concerned**

**SURVEY ON PAYROLL PREPARATION PROCESS**

1. Attached is Memorandum OUF-NO. 2021-0500 dated July 19, 2021 from the **Hon. Annalyn M. Sevilla, Undersecretary for Finance and Assistant Secretary Ramon Fiel G. Abcede** relative to CO APDS Task Force (TF) Resolution No. 3, s. 2021 on the downloading to Schools Division Offices (SDOs) of the payroll processing of a twice a month release of salaries to DepEd personnel.
2. In view thereof, a survey shall be conducted and to be responded by the concerned officers of ROs, SDOs and IU-Secondary Schools with a Google Sheet/Drive per region to be provided by the Employee Account Management Division (APDS Secretariat) on or before July 30, 2021.
3. The Regional Chief of the Administrative Division is instructed to check/validate the SDOs and IUs-SS in the said Google Sheet to ensure that they are accounted for.
4. For any clarifications or inquiries, please communicate with the APDS Secretariat at telephone number (02) 8633-7248 or the email address fs.eamd@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

AD-SAO-EEC





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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM  
OUF NO. 2021-0500

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : *Chiefs of Finance and Administrative Divisions*  
*Heads of Regional Payroll Services Units*  
*Regional and Schools Division Accountants*  
*Heads of Schools Division Administrative Sections*  
*School Heads of Implementing Units*

OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
27 JUL 2021 11:00	
Date and Time Released	Signature
28 JUL 2021 10:00	

FROM :   
**ANNAELYN M. SEVILLA**  
Undersecretary for Finance

**RAMON FIEL G. ABCEDE**  
Assistant Secretary for Finance  
Chairperson, DepEd Central Office (CO) Automatic Payroll  
Deduction System (APDS) Task Force

SUBJECT : **SURVEY ON PAYROLL PREPARATION PROCESS**

DATE : July 19, 2021

1. Attached for your information is CO APDS Task Force (TF) Resolution No. 3, s. 2021, on the downloading to Schools Division Offices (SDOs) of the payroll processing of a twice a month release of salaries to DepEd personnel.
2. The implementing guidelines, eligibility criteria, and the training design are being crafted in coordination with the Information Communications and Technology Service (ICTS) and Personnel Division of the Bureau of Human Resources and Organizational Development (BHROD) to ensure the readiness of the SDOs.
3. In view of the above, a survey on the following information shall be conducted to be responded to by the concerned officers of ROs, SDOs, and IU-SS.
  - 3.1 Type of payroll being prepared monthly (e.g., Regular, Supplementary, Other Emoluments such as bonus, salary differentials, and others)
  - 3.2 Computer program being used in the preparation of payroll (eg. FoxPro, MS Excel, etc.)

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- 3.3 Frequency of salary releases to DepEd personnel per month: once or twice a month
- 3.4 Schedule of salary release(s)/ payday(s) per month (every \_nth of the month).
- 3.5 Manner of salary releases (through ATM or cash)
- 3.6 Schedule of releases of monthly remittances to BIR, Philhealth, GSIS, Pag-IBIG, Land Bank of the Philippines, DepEd Provident Fund, and private entities under the APDS
- 3.7 Compliance with the 100% remittance to concerned agencies/entities
- 3.8 Reason, in case, not 100% remitted. Indicate the affected agency/ies and/or entities
- 3.9 Remittances to private entities under APDS net of Service Fee
- 3.10 If net of Service Fee, are these deposited to Bureau of Treasury (BTr)?
- 3.11 If Service Fees are deposited to BTr, under what Fund? Fund 184 or 101?
- 3.12 Issues and concerns, in case the twice a month salary releases will be fully implemented
- 3.13 Other issues and concerns on current payroll process
- 3.14 Best practices you may wish to be integrated into the standardization of the payroll process
- 3.15 Recommendations on payroll process for systems improvement

4. The Employee Account Management Division (APDS Secretariat) shall be providing a Google Sheet/Drive per region for the abovementioned questions to be responded to by the focal persons or heads of offices/units involved in the payroll processing on or before July 30, 2021. The Regional Chiefs of the Administrative Division are instructed to check/validate the SDOs and IU-SS in the said Google Sheet to ensure that they are all accounted for.

5. For clarifications or inquiries, please communicate with the APDS Secretariat at the telephone number (02) 8633-7248 or the email address [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

6. Wide dissemination of this memorandum to those concerned is desired.

7. **For immediate compliance.**

*/eamd*

- cc. 1. **Director Abram Y.C. Abanil, ICTS**  
2. **Director Rachel Ann C. Miguel, BHRD**



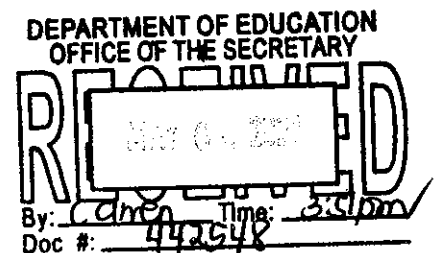
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY FOR FINANCE

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For : Secretary LEONOR MAGTOLIS BRIONES

Through : ANNALYN M. SEVILLA  
Undersecretary for Finance

From : RAMON HIEL G. ABCEDE  
Assistant Secretary for Finance  
Chairperson, DepEd Central Office APDS Task Force



Subject : DEPED CENTRAL OFFICE APDS TASK FORCE RESOLUTION  
NO. 3, S. 2021 - DOWNLOADING OF PAYROLL PROCESSING TO  
SCHOOLS DIVISION OFFICES (SDOs) AND TWICE A MONTH  
RELEASE OF SALARIES

Date : April 22, 2021

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Respectfully endorsing the herein Central Office (CO) Automatic Payroll Deduction System (APDS) Task Force (TF) Resolution No. 3, s. 2021, entitled "*A Resolution Recommending the Approval of the Downloading of Payroll Processing to Schools Division Offices on Pilot Basis and the Release of Salary on a Twice a Month Basis to DepEd Personnel*", as discussed and agreed by its members.

Based on the said Resolution, all requests for downloading of payroll processing to Schools Division Offices shall be evaluated and recommended by the Regional APDS Task Forces together with the Central Office - Information and Communications Technology Service. Simultaneously with the said downloading of payroll processing, the salaries of DepEd employees in the qualified SDOs shall be released twice a month, to ease the urgency on acquiring unnecessary loans from the gap of obtaining their next salary.

For your consideration/signature, Ma'am.



Republic of the Philippines  
**Department of Education**

**AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) TASK FORCE  
RESOLUTION NO. 03, s. 2021**

**A RESOLUTION TO RECOMMEND THE APPROVAL OF THE DOWNLOADING OF  
PAYROLL PROCESSING TO SCHOOLS DIVISION OFFICES ON PILOT BASIS AND  
THE RELEASE OF SALARY ON A TWICE A MONTH BASIS TO DEPED PERSONNEL**

**WHEREAS**, the Central Office (CO) APDS Task Force has been organized pursuant to paragraph 35, Part VI (Accreditation/Re-accreditation Process) of DepEd Order No. (DO) 18, s. 2018 entitled, "*Revised Guidelines on Accreditation/Re-accreditation of Private Entities under the Automatic Payroll Deductions System (APDS) Program*," and reconstituted its members through the issuance of DO 15, s. 2019 entitled, "*Amendment to DepEd Order No. 18, S. 2018 (Revised Guidelines on Accreditation/Re-accreditation of Private Entities Under the Automatic Payroll Deduction System Program)*;"

**WHEREAS**, among the functions of the CO APDS Task Force is to conduct meetings, and/or mediation activities as necessary to address issues raised by various stakeholders, and submit a corresponding report and/or recommendations to the Undersecretary for Finance for centrally accredited entities;

**WHEREAS**, in a virtual meeting held last March 15, 2021 with the CO APDS Task Force wherein six (6) out of nine (9) members were present, thus, constituted a quorum, the Chairperson (ASec Abcede) mentioned that the once a month salary releases to DepEd personnel at the field units contributed to the issue on debt culture which needs to be addressed by the Department;

**WHEREAS**, it is conceded that if salary of personnel is released on a twice a month basis, the wide gap existing in the present set up of once a month basis shall be closer and that, this becomes a strategy of insulating our teachers from being lured to taking out loans from the lenders;

**WHEREAS**, it can be observed that there are already Regional Offices like DepEd Region XI and others that have long been implementing a twice a month basis of releasing the salary to personnel and this fact becomes the envy and demoralization of other DepEd personnel;

**WHEREAS**, during the said meeting, the possibility to download payroll preparation to schools division was also discussed, even if the DERPS project is not yet implemented, thus, the existing FoxPro program may still be utilized. Mr. Fontanilla was then asked if the said program could be adjusted in case the twice a month salary releases will be implemented. Mr. Fontanilla responded in affirmative;


**WHEREAS**, Ms. Roberto raised the issue of the requirement for a printer compatible to FoxPro program to be used by the schools division offices, which costs around P800 thousand per unit, more or less. ASec Escobarte then responded that the readiness of interested schools divisions to prepare their own payrolls should be evaluated by the Regional APDS Task Force and ICTS. This means that only those schools divisions with already procured printer compatible to FoxPro program and adequate manpower shall be authorized to process their own payrolls;

**WHEREAS**, after thorough deliberation on the matter, a motion from ASec Escobarte, to recommend to the Honorable Secretary the pilot testing on the downloading of payroll processing from the present set up in the Regional Offices to the schools division offices, and the accompanying grant of authority to release the processed salary on a twice-a-month basis to DepEd personnel shall be implemented. The said motion was duly seconded by Mr. Dela Cruz which was then approved by the Chairperson.

**NOW, THEREFORE, RESOLVED, AS IT IS HEREBY RESOLVED**, to recommend to the Honorable Secretary through the Undersecretary for Finance, the pilot testing on the downloading of payroll processing to schools division offices, on a condition that twice a monthly salary releases to DepEd personnel shall be implemented, subject to the evaluation and recommendation by the Regional APDS Task Force and the Director of ICTS, before such approval may be done by the Department Secretary.

**WE**, the undersigned, hereby attest and confirm that the foregoing Resolution shall be in full force and effect upon signing of at least fifty percent (50%) plus one member of the CO APDS Task Force.

April 22, 2021, Pasig City.




**RAMON FIEL G. ABCEDE**  
*Chairperson, CO APDS Task Force*  
*Assistant Secretary for Finance*





**ATTY. ALBERTO T. ESCOBARTE**  
*Co-Chairperson, CO APDS Task Force*  
*Assistant Secretary for Legal Affairs*


  
**ARMANDO C. RUIZ**  
Member, CO APDS Task Force  
Director IV, Finance Service

  
**BETTINA D. AQUINO**  
Member, CO APDS Task Force  
Director III, Finance Service

  
**LOUISA S. ROBERTO**  
Member, CO APDS Task Force  
Chief Administrative Officer  
Employee Account Management Division

  
**FRANCIS ALLEN B. DELA CRUZ**  
Member, CO APDS Task Force  
Chief Administrative Officer  
Personnel Division

  
**ELMER B. ENRIQUEZ**  
Member, CO APDS Task Force  
Supervising Administrative Officer  
Employee Account Management Division

  
**NELIZA G. ADVINCULA**  
Member, CO APDS Task Force  
Accountant III  
Accounting Division

  
**JONATHAN R. FONTANILLA**  
Member, CO APDS Task Force  
Information Systems Analyst III  
Solutions Development Division

**RECOMMENDING APPROVAL:**

  
**ANNALYN M. SEVILLA**  
Undersecretary for Finance

**APPROVED:**

  
**LEONOR MAGTOLIS BRIONES**  
Secretary