



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

7552 1679
May 13, 2022

OFFICE MEMORANDUM

No. **261**, s. 2022

To: Chief Administrative Officer (Administrative and Finance Divisions)
Supervising Administrative Officer (Administrative and Finance Division)
Chief Accountant
Regional-in-Charge of Remittances
Regional Payroll-in-Charge
Regional Cashier
Head, Personnel Section
All Others Concerned

**COORDINATION MEETING WITH THE PRIVATE LENDING
INSTITUTIONS AND INSURANCE COMPANIES**

1. This Office, through the Administrative Division, shall conduct a **Coordination Meeting with the Private Lending Institutions and Insurance Companies** on June 10, 2022, at 1:00 o'clock in the afternoon at the RELC-NEAP, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The said meeting aims to update the concerned institutions/companies on the new salary process flow of the payroll, cashier, and finance service transactions. The following are the agenda of the Coordination Meeting:
 - a. Remittances
 - b. Billings
 - c. Net take-home pay loan verification
 - d. Other payroll related matters
3. The participants to the said activity are as follows:

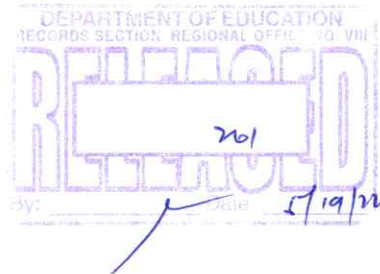


OFFICE	PARTICIPANTS
Regional Office	Administrative Division: Admin Chief, SAO, AO V (Personnel and Cashier), AO II (Focal Person for Payroll), and the RO Payroll-in-charge Finance Division: Finance Chief, Chief Accountant, and the Remittance Handler/Officer
PLIs and Insurance Companies	All accredited PLIs and Insurance Companies under the APDS program of DepEd

3. Expenses relative to the conduct of this activity shall be charged to local funds subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-NCA





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

May 13, 2022

ADVISORY

TO ALL PRIVATE LENDING INSTITUTIONS AND INSURANCE COMPANIES

This Office, through Administrative Division, shall conduct a Coordination Meeting with the Private Lending Institutions and Insurance Companies on June 10, 2022, Friday at 1:00 o'clock in the afternoon at the RELC-NEAP, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.

The said meeting aims to update the concerned institutions/companies on the new salary process flow of the payroll, cashier and finance service transactions. The following are the agenda of the Coordination Meeting:

- a. Remittances
- b. Billings
- c. Net take-home pay loan verification
- d. Other payroll related matters

With this, all the expected participants will be provided with the online registration link for the confirmation of attendance, <https://forms.gle/FVC1ZRnpUvDw6qZg9>. Kindly fill out the registration form and submit it on June 09, 2022 before the meeting schedule.

Please be guided accordingly.


EVELYN R. FETALVERO, CESO IV
Regional Director

AD-PS-NCA



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