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

December 12, 2022

**REGIONAL MEMORANDUM**

No. **1412**, s. 2022

**COORDINATION MEETING WITH THE PRIVATE LENDING INSTITUTIONS (PLIs),  
GOVERNMENT FINANCIAL INSTITUTIONS (GFIs) AND THE SCHOOLS  
DIVISIONS OF BAYBAY CITY AND CALBAYOG CITY**

To: Schools Division Superintendents of the Divisions of Baybay City  
and Calbayog City  
Representatives from the Private Lending Institutions  
Representative from the Government Financial Institutions  
Regional Office Chiefs of the Administrative and Finance Divisions  
All Others Concerned

1. In preparation for the downloading of the payroll system to the Divisions of Baybay City and Calbayog City, a Coordination Meeting with the Private Lending Institutions (PLIs), Government Financial Institutions (GFIs) and the Schools Divisions of Baybay City and Calbayog City shall be conducted on **December 20, 2022, 1pm** at the NEAP\_R Training Center, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. The objectives of the said activity are as follows:
  - 2.1. Update on the preparations for the downloading of the payroll system to the Divisions of Baybay City and Calbayog City;
  - 2.2. Billing and Remittance Processes;
  - 2.3. Verification of Net Take Home Pay; and
  - 2.4. Other Matters.
3. The participants to this activity are the following:
  - 3.1. Representatives from the Private Lending Institutions (PLIs)
  - 3.2. Representatives from the Government Financial Institutions (GFIs)
  - 3.3. Payroll and Remittance In-charge of the Divisions of Baybay and Calbayog City
  - 3.4. RO Chiefs and SAOs of the Administrative and Finance Divisions
  - 3.5. Regional Accountant
  - 3.6. Regional In-charge of GFI and PLI Remittances
  - 3.7. Regional Cashier
  - 3.8. Head of Regional Payroll Services and All Payroll In-charge



4. Travel and other necessary expenses of the participants from the SDOs shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations while those from the PLIs and GFIs to their Office' funds.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: None  
Reference: Downloading of Payroll System  
To be indicated in the Perpetual Index  
under the following subjects:

COORDINATION  
DOWNLOADING  
GOVERNMENT FINANCIAL INSTITUTIONS  
MEETING  
PAYROLL SYSTEM  
PRIVATE LENDING INSTITUTIONS



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