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

December 29, 2022

REGIONAL MEMORANDUM

No. **1436**, s. 2022

**DOWNLOADING OF PAYROLL PROCESSING TO THE SCHOOLS
DIVISIONS OF BAYBAY CITY AND CALBAYOG CITY**

To: Schools Division Superintendents
Divisions of Baybay City and Calbayog City
All Others Concerned

- As part of the DepEd Region 8's initiative to ensure effective and efficient delivery of services particularly on salary and other benefits of the teaching and non-teaching personnel, the payroll processing shall initially be downloaded to the **Schools Divisions of Baybay City and Calbayog City**, effective **January 2023**.
- While in transition, a parallel payroll preparation and printing by the Regional and Division Payroll Services shall still be done until the concerned divisions can independently act on its own.
- All payroll-related concerns such as acceptance of billings from Government Financial Institutions (GFIs), National Employees Union (NEU), and Private Lending Institutions (PLIs) which are accredited by the Automatic Payroll Deduction System (APDS), loan verification, effecting necessary deductions, and ensuring accurate and timely release of salaries and other benefits, remittances, etc. shall likewise be undertaken by the said Schools Divisions.
- Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None

Reference: RM 780, s. 2022; RM 888, s. 2022; DepEd CO Memorandum dated May 26, 2022

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

BENEFITS

PAYROLL

DOWNLOADING

SALARY

AD-PS-EDR

