



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

September 28, 2023

REGIONAL MEMORANDUM

AD-2023- **1058**

**HANDS-ON TRAINING ON PREPARATION AND
PROCESSING OF PAYROLL**

To: Schools Division Superintendent
Division of Maasin City and Ormoc City
All Others Concerned

1. In view of the request of the Divisions of Maasin City and Ormoc City on the downloading of payroll system to their respective divisions, the Schools Division Superintendents of the said divisions are requested to send two (2) Payroll Incharge, Human Resource Management Officer, and Information Technology Officer to a Hands-on Training on the Preparation and Processing of Payroll using the Foxprogram on **October 23-24, 2023** at the Administrative Division-Personnel Section_Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Board and lodging, travel, and other incidental expenses of the participants are chargeable against Division Local funds subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None
Reference: Letter of Intent from the SDOs Maasin City and Ormoc City
To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING
HANDS-ON TRAINING
PAYROLL SYSTEM

AD-PS-EDR

