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RECORDS

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

October 5, 2023

**REGIONAL MEMORANDUM**

AD-2023- **1083**

**SCHEDULE OF ONSITE VALIDATION ON THE READINESS OF SCHOOLS  
DIVISION OFFICES FOR THE DOWNLOADING OF PAYROLL**

To: Schools Division Superintendent  
**Divisions of Ormoc City, Leyte, and Borongan City**  
All Others Concerned

1. In view of the request of the Divisions of Ormoc City, Leyte, and Borongan City on the downloading of payroll system to their respective divisions, the Regional Office through the Administrative Division shall conduct the onsite validation on its readiness on the following schedules:

Division	Date
Ormoc City	October 16, 2023
Leyte	October 17, 2023
Borongan City	October 18-19, 2023

2. Board and lodging, travel and other incidental expenses of the RO validators are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

3. Immediate dissemination of and compliance with this Memorandum are desired.

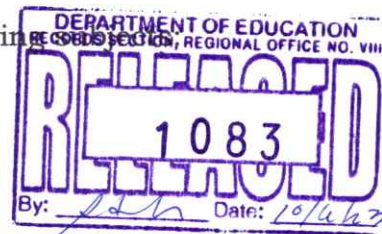
*for mguint*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *9/18*  
*10/4/23*

Enclosure: None

Reference: Letter of Intent from the SDOs of Ormoc City, Leyte,  
and Borongan City

To be indicated in the Perpetual Index under the following:

DOWNLOADING  
ONSITE VALIDATION  
PAYROLL SYSTEM



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