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

October 17, 2023

REGIONAL MEMORANDUM

AD-2023- 1152

**ADDITIONAL PARTICIPANTS TO THE HANDS-ON TRAINING ON
PREPARATION AND PROCESSING OF PAYROLL**

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

1. In view of the request of the Divisions of Borongan City and Leyte 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

