



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

January 2, 2024

**REGIONAL MEMORANDUM**

No. **03** s. 2024

**SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2024**

To: Schools Division Superintendents  
 Regional Office Personnel  
 All Others Concerned

1. This Office announces the schedule of salary release for Calendar Year 2024 as follows:

Month	Date	Activity
<b>January</b>	20 <sup>th</sup> Dec 2023 to 3 <sup>rd</sup> Jan 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> to 5 <sup>th</sup>	Send Mastfile to SDOs
	8 <sup>th</sup> to 9 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>February</b>	20 <sup>th</sup> Jan 2024 to 2 <sup>nd</sup> Feb 2024	requests received from SDOs/RO Personnel/Concerned Employee
	5 <sup>th</sup> to 6 <sup>th</sup>	Send Mastfile to SDOs
	7 <sup>th</sup> to 8 <sup>th</sup>	Update Mastfile based on SDO Findings
	9 <sup>th</sup> & 12 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	29 <sup>th</sup>	<b>29<sup>th</sup> Salary available on-line</b>
<b>March</b>	20 <sup>th</sup> Feb 2024 to 4 <sup>th</sup> Mar 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	5 <sup>th</sup> to 6 <sup>th</sup>	Send Mastfile to SDOs
	7 <sup>th</sup> to 8 <sup>th</sup>	Update Mastfile based on SDO Findings
	12 <sup>th</sup> to 13 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)



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	14 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	27 <sup>th</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>April</b>	20 <sup>th</sup> Mar 2024 to 2 <sup>nd</sup> Apr 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	3 <sup>rd</sup> to 4 <sup>th</sup>	Send Mastfile to SDOs
	5 <sup>th</sup> & 8 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>May</b>	20 <sup>th</sup> Apr 2024 to 3 <sup>rd</sup> May 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	6 <sup>th</sup> to 7 <sup>th</sup>	Send Mastfile to SDOs
	8 <sup>th</sup> to 9 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> & 13 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>June</b>	20 <sup>th</sup> May 2024 to 3 <sup>rd</sup> Jun 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> to 5 <sup>th</sup>	Send Mastfile to SDOs
	6 <sup>th</sup> to 7 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 <sup>th</sup>	Release Payfile to SDOs
	14 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	28 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>July</b>	20 <sup>th</sup> Jun 2024 to 3 <sup>rd</sup> Jul 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> to 5 <sup>th</sup>	Send Mastfile to SDOs
	8 <sup>th</sup> to 9 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>



<b>August</b>	20 <sup>th</sup> of Jul 2024 to 2 <sup>nd</sup> Aug 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	5 <sup>th</sup> to 6 <sup>th</sup>	Send Mastfile to SDOs
	7 <sup>th</sup> to 8 <sup>th</sup>	Update Mastfile based on SDO Findings
	9 <sup>th</sup> & 12 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>September</b>	20 <sup>th</sup> of Aug 2024 to 3 <sup>rd</sup> Sep 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> to 5 <sup>th</sup>	Send Mastfile to SDOs
	6 <sup>th</sup> & 9 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 <sup>th</sup>	Release Payfile to SDOs
	13 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>October</b>	20 <sup>th</sup> Sep 2024 to 3 <sup>rd</sup> Oct 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> & 7 <sup>th</sup>	Send Mastfile to SDOs
	8 <sup>th</sup> to 9 <sup>th</sup>	Update Mastfile based on SDO Findings
	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>November</b>	20 <sup>th</sup> Oct 2024 to 4 <sup>th</sup> Nov 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	5 <sup>th</sup> to 6 <sup>th</sup>	Send Mastfile to SDOs
	7 <sup>th</sup> to 8 <sup>th</sup>	Update Mastfile based on SDO Findings
	11 <sup>th</sup> to 12 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 <sup>th</sup>	Release Payfile to SDOs
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	29 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>December</b>	20 <sup>th</sup> Nov 2024 to 3 <sup>rd</sup> Dec 2024	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 <sup>th</sup> to 5 <sup>th</sup>	Send Mastfile to SDOs
	6 <sup>th</sup> & 9 <sup>th</sup>	Update Mastfile based on SDO Findings



	10 <sup>th</sup> to 11 <sup>th</sup>	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 <sup>th</sup>	Release Payfile to SDOs
	13 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>

2. The cut-off date for the submission of Monthly Payroll Worksheet and Report of Service (Form 7) and encoding of payroll concern requests in the Google Sheet by the SDO in-charge is every **20<sup>th</sup> day of the prior month.**

3. All concerned offices shall strictly follow the schedule to ensure the timely release of salaries.

4. Immediate and wide dissemination of and compliance with this Memorandum are desired.

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

Enclosure: None

References: RM No. 003, s. 2023

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

MONTHLY

SALARY

SCHEDULE

AD-PS-EDR

