



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

March 27, 2024

**REGIONAL MEMORANDUM**

No. **370** s. 2024

**PRIORITIZATION OF DEDUCTIONS ON A FIRST-IN-FIRST-SERVED BASIS  
PER FY 2024 GENERAL APPROPRIATIONS ACT**

To: Schools Division Superintendents  
RO and SDO Payroll Incharge  
All Others Concerned

- Attached is an Advisory from Undersecretary Annalyn M. Sevilla, Office of the Undersecretary for Finance, DepEd Central Office dated March 19, 2024 pertaining to the implementation of Memorandum OUF-OUA-2024-001 titled: **Prioritization of Deductions on a First-In-First Served Basis per FY 2024 General Appropriations Act.**
- Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosure: As stated

Reference: As stated

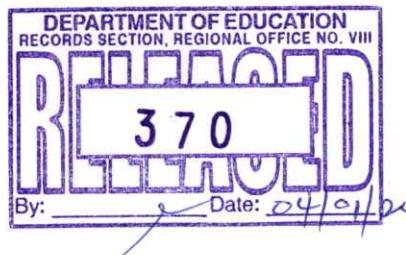
To be indicated in the Perpetual Index under the following subjects:

DEDUCTIONS

FIRST-IN-FIRST-SERVED

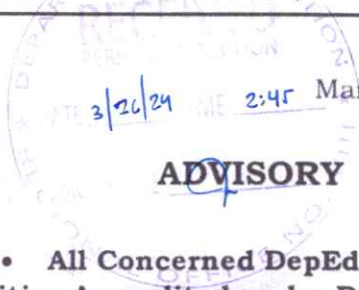
PRIORITIZATION

AD-PS-EDR





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE



March 19, 2024



- **All Concerned DepEd Personnel**
- **Private Entities Accredited under DepEd's Automatic Payroll Deduction System Program**
- **Government Agencies with DepEd Payroll Deductions**

1. This pertains to the implementation of Memorandum OUF-OUA-2024-001 entitled "Prioritization of Deductions on a First-In-First-Served Basis per FY 2024 General Appropriations Act".


2. Please be reminded that the implementation of Memorandum OUF-OUA-2024-001 shall be applied prospectively from the month of February 2024. All deductions already incorporated in the payroll prior to the issuance of the said memorandum shall be continued accordingly.

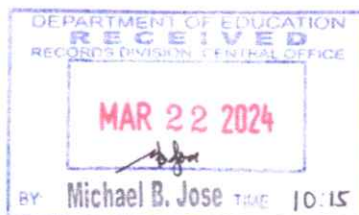
3. All payroll processors are strictly reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel and underwent the proper verification process. Verification and assessment to be made by the Agency Authorized Officers (AAOs), verifiers, and loan endorsers are reminded that verification and assessment to be made shall be non-discretionary.

✓ 4. Government agencies and private entities are advised not to grant loans to DepEd personnel without proper verification that deductions for such obligations can be accommodated in the payroll. Moreover, the amount of monthly deductions to be included in the billing statements/notice to deduct to be submitted to DepEd must be the same as those approved by the DepEd verifier.

5. Everyone is encouraged to report issues and concerns on the implementation of the said policy through this link: <https://bit.ly/APDSPoliciesFeedback>.

6. For dissemination and proper guidance.

  
**ANNALYN M. SEVILLA**  
Undersecretary



eamd/



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