



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

July 25, 2024

**REGIONAL MEMORANDUM**

AD-2024- **840**

**DOWNLOADING OF PAYROLL PROCESSING TO THE  
SCHOOLS DIVISION OF NORTHERN SAMAR**

To: Schools Division Superintendent } Division of Northern Samar  
Chiefs of Administrative and Finance Divisions  
All Others Concerned

1. With the successful installation of Printronix printer in the Schools Division of Northern Samar, the payroll processing shall initially be downloaded to the said division starting **August 2024** in parallel printing with the Regional Office and shall be fully implemented effective **September 2024**.
2. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries of DepEd personnel within its jurisdiction and take responsibility in the processing of remittances of both Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs).
3. The Regional Office shall continue monitoring the efficient and effective implementation of the downloading of payroll system to the Schools Division Offices.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: None  
Reference: AD-WFP; Letter from SDS of Northern Samar  
To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph