



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

August 1, 2024

**REGIONAL MEMORANDUM**

AD-2024-

**862**

**RESETTING OF THE HANDS-ON TRAINING ON PREPARATION  
AND PROCESSING OF PAYROLL**

To: Schools Division Superintendents {Divisions of Catbalogan City with  
Catbalogan National Comprehensive High  
School, Samar, and Tacloban City}

All Others Concerned

1. To expedite the downloading of payroll preparation to the Divisions of Catbalogan City with Catbalogan National Comprehensive High School, Samar, and Tacloban City, the scheduled hands-on training on the preparation and processing of payroll is reset from August 22-23, 2024 to **August 8-9, 2024** at the Administrative Division-Personnel Section Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Other provisions stipulated in RM AD-2024-808 dated July 18, 2024 are still in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: None

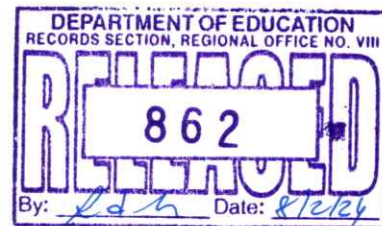
Reference: AD-WP; Letter of Intent from the SDOs

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

HANDS-ON TRAINING

RESETTING

AD-PS-EDR



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**Department of Education**  
 REGION VIII - EASTERN VISAYAS

July 18, 2024

**REGIONAL MEMORANDUM**  
 AD-2024- **808**

**HANDS-ON TRAINING ON PREPARATION AND  
 PROCESSING OF PAYROLL**

To: Schools Division Superintendents (Divisions of Catbalogan City with  
 Catbalogan National Comprehensive High  
 School, Samar, and Tacloban City)  
 All Others Concerned

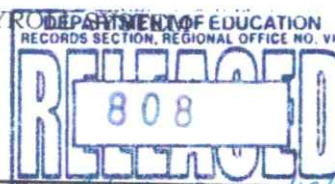
1. In view of the request of the Divisions of Catbalogan City with Catbalogan National Comprehensive High School, Samar, and Tacloban City on the downloading of payroll system, the Schools Division Superintendents of the said divisions are requested to send two (2) Payroll Incharge, Human Resource Management Officer, and Information Technology Officer to a Hands-on Training on the Preparation and Processing of Payroll using the Foxprogram on **August 22-23, 2024** at the Administrative Division-Personnel Section Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Travel, lodging and other incidental expenses of participants shall be charged against local funds while one (1) meal and two (2) snacks for two (2) days to Regional Office 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  
 To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING      HANDS-ON TRAINING      PAYROLL

AD-PS-EDR



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