



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

September 2, 2024

**REGIONAL MEMORANDUM**

AD-2024- **1021**

**DOWNLOADING OF PAYROLL PROCESSING TO THE  
 SCHOOLS DIVISION OF CATBALOGAN CITY**

To: Schools Division Superintendent } Division of Catbalogan City  
 Chiefs of Administrative and Finance Divisions  
 All Others Concerned

1. In compliance with the required resources in the downloading of payroll and with the successful parallel printing conducted in the Schools Division of Catbalogan City, full implementation of payroll processing is hereby granted to the said division effective **September 2024**.
2. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries of DepEd personnel within his 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-request from SDS of Catbalogan City  
 To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION

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

