



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

January 7, 2025

**ADVISORY**

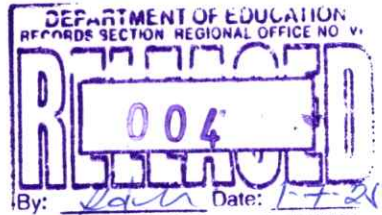
**FULL IMPLEMENTATION OF PAYROLL PROCESSING  
IN THE SCHOOLS DIVISION OF LEYTE**

**TO: GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)  
PRIVATE LENDING INSTITUTIONS (PLIs)/INSURANCE COMPANIES (ICs)  
ALL OTHERS CONCERNED**

1. Please be informed that full implementation of payroll processing in the **Division of Leyte** is hereby granted effective **February 2025**.
2. Relative thereto, all billings, requests for verification, remittances, and other payroll-related concerns shall be taken care of by the division office.
3. Attached is a copy of the Regional Memorandum 014, s. 2025 dated January 6, 2025, for reference.
4. Please be guided accordingly.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director 

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

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REGION VIII - EASTERN VISAYAS

January 6, 2025

**REGIONAL MEMORANDUM**

No. **014** s. 2025

**DECONCENTRATION OF PAYROLL PROCESSING TO THE  
SCHOOLS DIVISION OF LEYTE**

To: Schools Division Superintendent } Leyte Division  
Chiefs of RO Administrative and Finance Divisions  
All Others Concerned

1. In compliance with the requirements in the implementation of payroll processing, the Schools Division of Leyte shall have its full deconcentration effective February 2025.
2. To ensure a seamless transition from the Regional Office to SDO Leyte, there will be a parallel printing on January 2025, with the RO personnel to provide the necessary technical assistance to the SDO Leyte Payroll-In-Charge.
3. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries and other benefits of DepEd personnel within her jurisdiction and shall take responsibility in the processing of remittances of both Government Financial Institutions (GFI) and Private Lending Institutions (PLIs).
4. Immediate dissemination of and compliance with this Memorandum are desired.

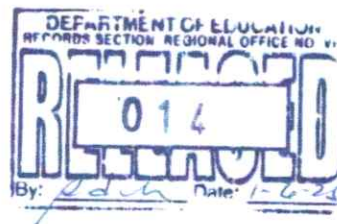
  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: None

References: AD-WFP, Letter Request from SDS of Leyte

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

DECONCENTRATION  
FULL IMPLEMENTATION  
PAYROLL PROCESSING



AD-EEC



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Email Address: region8@deped.gov.ph  
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