



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

January 3, 2025

**REGIONAL MEMORANDUM**

No. **008**, s. 2025

**MONITORING AND PROVISION OF TECHNICAL ASSISTANCE ON PAYROLL  
PROCESSING IN THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
All Others Concerned

1. To ensure the smooth transition and expedite the deconcentration of payroll processing in the remaining three (3) SDOs, this Office shall conduct the monitoring and provision of technical assistance to the 13 SDOs in the region. The schedule of the monitoring shall be dependent upon the availability and/or readiness of the SDOs and shall commence this January 2025.
2. The activity aims to identify and resolve issues including the areas for improvement of payroll processing, provide the appropriate and timely technical assistance needed by the SDOs and benchmark its best practices.
3. The monitoring team shall be composed of personnel from the Administrative and Finance Divisions.
4. The transportation, board and lodging and other incidental expenses of the team shall be charged against their respective MOOE/local fund, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

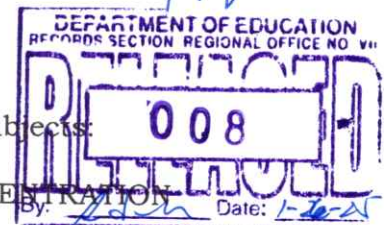
  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: None

References: None

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

SDO MONITORING PAYROLL PROCESSING DECONCENTRATION



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