



Republic of the Philippines
Department of Education
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 *g*

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

