



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

January 9, 2025

REGIONAL MEMORANDUM

No. **036**, s. 2025

SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2025

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This Office announces the schedule of salary release for Calendar Year 2025 as follows:

Month	Date	Activity
January	20 th Dec 2024 to 3 rd Jan 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	6 th to 7 th	Send Mastfile to SDOs
	8 th to 9 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	31 st	31st Salary available on-line
February	20 th Jan 2025 to 3 rd Feb 2025	requests received from SDOs/RO Personnel/Concerned Employee
	5 th to 6 th	Send Mastfile to SDOs
	7 th to 10 th	Update Mastfile based on SDO Findings
	11 th & 12 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	28 th	28th Salary available on-line
March	20 th Feb 2025 to 4 th Mar 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	5 th to 6 th	Send Mastfile to SDOs
	7 th to 10 th	Update Mastfile based on SDO Findings
	11 th to 12 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)



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	13 th	Release Payfile to SDOs
	14 th	15th Salary available on-line
	28 th	31st Salary available on-line
April	20 th Mar 2025 to 2 nd Apr 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	3 rd to 4 th	Send Mastfile to SDOs
	7 th & 8 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	30 th	30th Salary available on-line
May	21 st Apr 2025 to 5 th May 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	6 th to 7 th	Send Mastfile to SDOs
	8 th to 9 th	Update Mastfile based on SDO Findings
	12 th & 13 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	31 st	31st Salary available on-line
June	20 th May 2025 to 3 rd Jun 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 th to 5 th	Send Mastfile to SDOs
	6 th to 9 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release Payfile to SDOs
	13 th	15th Salary available on-line
	30 th	30th Salary available on-line
July	20 th Jun 2025 to 3 rd Jul 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 th to 7 th	Send Mastfile to SDOs
	8 th to 9 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	31 st	31st Salary available on-line

August	21 st of Jul 2025 to 4 th Aug 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	5 th to 6 th	Send Mastfile to SDOs
	7 th to 8 th	Update Mastfile based on SDO Findings
	11 th & 12 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	30 th	31st Salary available on-line
September	20 th of Aug 2025 to 3 rd Sep 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 th to 5 th	Send Mastfile to SDOs
	8 th & 9 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	30 th	30th Salary available on-line
October	22 nd Sep 2025 to 3 rd Oct 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	6 th & 7 th	Send Mastfile to SDOs
	8 th to 9 th	Update Mastfile based on SDO Findings
	10 th to 13 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	31 st	31st Salary available on-line
November	21 st Oct 2025 to 3 rd Nov 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 th to 5 th	Send Mastfile to SDOs
	6 th to 7 th	Update Mastfile based on SDO Findings
	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	28 th	30th Salary available on-line
December	20 th Nov 2025 to 3 rd Dec 2025	Act on the requests received from SDOs/RO Personnel/Concerned Employee
	4 th to 5 th	Send Mastfile to SDOs
	8 th & 9 th	Update Mastfile based on SDO Findings

	10 th to 11 th	Generate, print, and process payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release Payfile to SDOs
	15 th	15th Salary available on-line
	31 st	31st Salary available on-line

2. The cut-off date for the submission of Monthly Payroll Worksheet and Report of Service (Form 7) and encoding of payroll concern requests in the Google Sheet by the RO/SDO in-charge is every **20th day of the prior month.**

3. All SDOs and concerned offices shall strictly follow the schedule to ensure the timely release of accurate salary and other benefits.

4. Immediate and wide dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director 

Enclosure: None

Reference: RM No. 003, s. 2024

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

MONTHLY

SALARY

SCHEDULE

AD-PS-EDR



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