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

September 8, 2025

**REGIONAL MEMORANDUM**  
AD-2025- **1187**

**REITERATION OF DEPED ORDER NO. 20, S. 2021 AND MEMORANDUM  
OUMF-2022-0644**

To: Schools Division Superintendents  
School Heads of Implementing Units  
All Others Concerned

1. To ensure compliance with existing guidelines on the operation of the payroll system, this Office, through the Administrative Division, reiterates the policy on the Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System (APDS) as contained in DepEd Order No. 20, s. 2021 dated 27 May 2021 and the Directives on the Verification of Deductions to be Incorporated in the Payroll Program per Memorandum OUMF-2022-0644.

2. Pursuant to said guidelines, the Payroll-In-Charge of the SDO and the Implementing Units (IUs) are reminded that entities which are not accredited by the APDS cannot be included in the Payroll. As accreditation is lodged at the Central Office, the School Heads of Implementing Units are not authorized to enter into Memorandum of Agreement with PLIs and GFIs relative to their loan programs.

3. All concerned personnel (payroll processors, Agency Authorized Officers, Pag-ibig endorsers and verifiers) are strictly enjoined to observe the verification process mandated under the unnumbered Memorandum dated August 17, 2020 and DepEd Order No. 20, s. 2021. Billings from accredited entities which did not undergo the verification process shall be excluded in the payroll.

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



**RONEL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosures: None  
References: As stated  
To be indicated in the Perpetual Index under the following subject

ACCREDITATION                      PAYROLL SYSTEM                      VERIFICATION PROCESS  
AD-EEC



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