



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

February 24, 2020

OFFICE MEMORANDUM

No. **057**, s. 2020

To: Regional Office Personnel
All Others Concerned

DESIGNATION AS THE NEW FOCAL PERSON OF THE PAYROLL SERVICES

1. In view of the appointment of **Mr. Nerio Clenton R. Areglado** as Administrative Officer II (HRMO I), he is designated as the new Focal Person of the Payroll Services, effective **March 2, 2020**.
2. As the Focal Person, he is expected to do the following duties and functions:
 - a. Align payroll management and consolidate reports;
 - b. Ensure accuracy and timely release of salary;
 - c. Coordinate with the DepEd Central Office and Schools Division Offices on matters relative to payroll services;
 - d. Respond to queries, issues and concerns of the Private Lending Institutions, GSIS, Pag-IBIG, Philhealth, and other partner agencies;
 - e. Act on payroll related concerns;
 - f. Monitor and prepare report on filled and unfilled teaching and non-teaching items within the region; and
 - g. Does other personnel and payroll related works.
3. For information and guidance.

RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-PS-EDR

