



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

January 4, 2021

REGIONAL MEMORANDUM

No. **001**, s. 2021

SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2021

To: Schools Division Superintendents
All Others Concerned

1. This Office announces the schedule for the release of salaries for Calendar Year 2021 as follows:

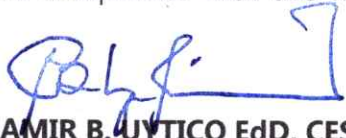
Month	Date	Remarks
January	12 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	21 st	Release of Payfile to SDOs
	22nd	Salary available on-line
February	11 th	Sending of Mastfile by Payroll Services to SDOs
	16 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
March	12 th	Sending of Mastfile by Payroll Services to SDOs
	16 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
April	12 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	21 st	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
May	11 th	Sending of Mastfile by Payroll Services to SDOs
	14 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank



	20 th	Release of Payfile to SDOs
	21st	Salary available on-line
June	10 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	21 st	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
July	12 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	21 st	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
August	10 th	Sending of Mastfile by Payroll Services to SDOs
	13 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	20 th	Release of Payfile to SDOs
	23rd	Salary available on-line
September	10 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	21 st	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
October	11 th	Sending of Mastfile by Payroll Services to SDOs
	14 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	21 st	Release of Payfile to SDOs
	22nd	Salary available on-line
November	10 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	19 th	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line
December	10 th	Sending of Mastfile by Payroll Services to SDOs
	15 th	Printing of Payroll, Remittances and Payslips
	21 st	Fund Transfer by SDOs to bank
	22 nd	Release of Payfile to SDOs
	23rd	Salary available on-line

2. All concerned offices shall strictly follow the schedule to ensure the timely release of salaries.

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


RAMIR B. JYTICO EdD, CESO IV
Director IV

Enclosure: None

Reference: RM No. 005, s. 2020

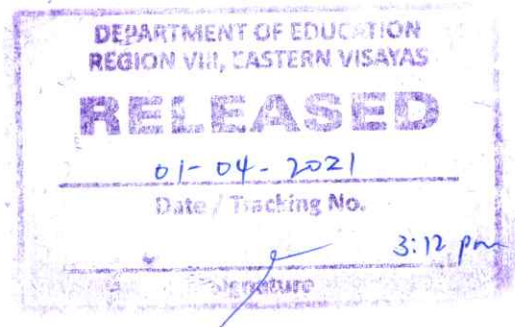
To be indicated in the *Perpetual Index*
under the following subjects:

MONTHLY

SALARY

RELEASE

SCHEDULE



AD-PS-EDR