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

May 5, 2022

REGIONAL MEMORANDUM

No. **425**, s. 2022

PREPARATION AND PROCESSING OF PAYROLL OF SECONDARY SCHOOLS WITH FISCAL AUTONOMY

To: Schools Division Superintendent
Division of Ormoc City
All Others Concerned

1. This is to inform all concerned that the preparation and processing of payroll of **Ipil National High School** and **New Ormoc City National High School**, both of Ormoc City Division, shall already be done at the school level effective **May 2022**.
2. All payroll-related concerns such as acceptance of billings from Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs) which are accredited by the Automatic Payroll Deduction System (APDS), verification of net take home pay, effecting necessary deductions, and ensuring timely remittances, etc. shall likewise be undertaken by the said schools.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None
Reference: DepEd Order No. 30, s. 2011
To be indicated in the Perpetual Index under the following subjects:

FISCAL AUTONOMY

PAYROLL



AD-PS-EDR

