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

July 6, 2022

REGIONAL MEMORANDUM

No. **780**, s. 2022

To: **Schools Division Superintendents
All Others Concerned**

**ORIENTATION AND HANDS-ON TRAINING ON PAYROLL SYSTEM AND
LOAN VERIFICATION**

1. This Office through the Administrative Division in coordination with the Information Communication and Technology Services (ICTS) of the Central Office shall conduct a two-day **Orientation and Hands-On Training on Payroll System and Loan Verification** on **July 28-29, 2022**, the venue to be announced in a separate Memorandum. This shall be hosted by the Division of Calbayog City.

2. The activity aims to:

- a. Capacitate the Payroll In-Charge and identified Loan Verifiers of the Schools Division Offices (SDOs) on Payroll System and loan verification, respectively;
- b. Assess the readiness of the three (3) identified SDOs as pilot implementers of the payroll system;
- c. Address issues and concerns on the adoption of the Payroll System and loan verification by the SDOs.

3. The participants are as follows:

| OFFICE | PARTICIPANTS | TOTAL |
|-----------------|--|-----------|
| Regional Office | ITO (ICTU) AO II (PSU) Admin. Aide III (PSU) Payroll In-Charge of Baybay City, Calbayog City and Southern Leyte | 6 |
| SDO | Payroll In-Charge - 2 ITO - 1 Loan Verifiers - 2 | 65 |
| | | 71 |



4. Each participant shall pay to the Host Division the amount of Four Thousand Pesos (P4,000.00) as counterpart to defray the cost of meals, lodging, venue and other incidental expenses of the activity charged against the local funds/MOOE subject to the usual government accounting rules and procedures.
5. The Chief, Supervising Administrative Officer and HRMO III of the Administrative Division of the Regional Office shall assist and monitor the conduct of the activity to ensure that the objectives are met.
6. The first meal shall be served in the morning snacks of July 28, 2022 and the last meal on afternoon snacks of July 29, 2022.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Reference: As stated

Enclosure: None

To be indicated in the perpetual index under the following subject:

ADMINISTRATIVE DIVISION
HANDS-ON TRAINING
PAYROLL SYSTEM
LOAN VERIFICATION

AD-SAO-EEC

