



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

January 4, 2023

REGIONAL MEMORANDUM

No. **003**, s. 2023

SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2023

To: Schools Division Superintendents
All Others Concerned

1. This Office announces the schedule of salary release for Calendar Year 2023 as follows:

Month	Date	Activity
January	4 th to 5 th	Sending of Mastfile by Payroll Services to SDOs
	6 th to 9 th	Updating of Mastfile based on SDO Findings
	9 th to 11 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release of Payfile to SDOs for the 15 th salary
	13 th	15th Salary available on-line
	27 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
February	1 st to 2 nd	Sending of Mastfile by Payroll Services to SDOs
	3 rd to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	27 th	Release of Payfile to SDOs for the 28 th salary
	28 th	28th Salary available on-line
March	1 st to 2 nd	Sending of Mastfile by Payroll Services to SDOs
	3 rd to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals),




		hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	30 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
April	3 rd to 4 th	Sending of Mastfile by Payroll Services to SDOs
	5 th to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	27 th	Release of Payfile to SDOs for the 30 th salary
	28 th	30th Salary available on-line
May	2 nd to 3 rd	Sending of Mastfile by Payroll Services to SDOs
	4 th to 5 th	Updating of Mastfile based on SDO Findings
	8 th to 11 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	30 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
June	1 st to 2 nd	Sending of Mastfile by Payroll Services to SDOs
	5 th to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	29 th	Release of Payfile to SDOs for the 30 th salary
	30 th	30th Salary available on-line
July	3 rd to 4 th	Sending of Mastfile by Payroll Services to SDOs
	5 th to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 12 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	13 th	Release of Payfile to SDOs for the 15 th salary
	14 th	15th Salary available on-line

	28 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
August	1 st to 2 nd	Sending of Mastfile by Payroll Services to SDOs
	3 rd to 4 th	Updating of Mastfile based on SDO Findings
	7 th to 11 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	30 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
September	1 st to 4 th	Sending of Mastfile by Payroll Services to SDOs
	5 th to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	28 th	Release of Payfile to SDOs for the 30 th salary
	29 th	30th Salary available on-line
October	2 nd to 3 rd	Sending of Mastfile by Payroll Services to SDOs
	4 th to 5 th	Updating of Mastfile based on SDO Findings
	6 th to 11 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	12 th	Release of Payfile to SDOs for the 15 th salary
	13 th	15th Salary available on-line
	30 th	Release of Payfile to SDOs for the 31 st salary
	31 st	31st Salary available on-line
November	3 rd to 6 th	Sending of Mastfile by Payroll Services to SDOs
	7 th to 8 th	Updating of Mastfile based on SDO Findings
	9 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	29 th	Release of Payfile to SDOs for the 30 th salary
	30 th	30th Salary available on-line

December	1 st to 4 th	Sending of Mastfile by Payroll Services to SDOs
	5 th to 6 th	Updating of Mastfile based on SDO Findings
	7 th to 13 th	Generation, printing, and processing of payrolls, summary of disbursement report (division totals), hash totals (payfile)
	14 th	Release of Payfile to SDOs for the 15 th salary
	15 th	15th Salary available on-line
	28 th	Release of Payfile to SDOs for the 31 st salary
	29 th	31st Salary available on-line

2. The cut-off date in the submission of Monthly Payroll Worksheet and Report of Service (Form 7) and encoding of payroll concerns requests in the google sheet by the SDO Incharge is every **20th day of the prior month.**
3. All concerned offices shall strictly follow the schedule to ensure the timely release of salaries.
4. Immediate and wide dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: None
 References: RM No. 004, s. 2022; RM 002, s. 2022
 To be indicated in the Perpetual Index
 under the following subjects:

MONTHLY
 SALARY

RELEASE
 SCHEDULE

