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

April 24, 2023

**OFFICE MEMORANDUM**

AD-2023- 239

**PARTICIPANTS TO THE TRAINING OF TRAINERS (ToT) ON PAYROLL PREPARATION, PROCESSES, PROCEDURES AND POLICIES FOR THE DOWNLOADING OF PAYROLLS TO SCHOOLS DIVISION OFFICES (SDOs)**

To: Chiefs of Finance and Administrative Divisions  
Chief of Human Resource Development Division  
Head of ICT Unit  
Regional Payroll Services  
All Others Concerned

1. With reference to the attached Memorandum OUF-2023-0183 dated March 22, 2023, the **Training of Trainers (ToT) on Payroll Preparation, Processes, Procedures and Policies for the Downloading of Payrolls to Schools Division Offices** shall be conducted on **May 29 to June 2, 2023** in Cebu City.
2. The participants to the said activity are as follows:

Name	Position/Designation
Ms. Alma E. Suyom	Chief, Finance Division
Dr. Alejandrino L. Yman	Chief, Administrative Division
Ms. Fe M. Gerona	Chief Accountant, Finance Division
Dr. Alejandra B. Lagumbay	Chief, HRDD
Ms. Russel L. Resco	AO V, Cash Section
Ms. Milgrace A. Gaddi	ADA VI/Designated Verifier, Personnel Section-Payroll Services
Mr. Joselito E. Enriquez	ADA VI/Designate Verifier, Personnel Section-Payroll Services
Ms. Elizabeth E. Caboboy	SAO/Designated AAO, Administrative Division
Ms. Eva D. Rosales	AO V/Designated AAO, Personnel Section



**Address:** Government Center, Candahug, Palo, Leyte  
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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Ms. Remedios L. Alejandro	ADAS V, Personnel Section-Payroll Services
Mr. Regin T. Virtudes	ADA III, Personnel Section-Payroll Services
Mr. Jim Albert A. Lagado	ITO I, ICT Unit
<b>No. of Pax</b>	<b>12</b>

3. Travel and other incidental expenses of the participants shall be charged to Local Funds subject to the usual government accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

AD-PS-EDR



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Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR FINANCE**



**MEMORANDUM**  
OUF-2023-183

**TO :** REGIONAL DIRECTORS  
REGIONAL CHIEFS OF FINANCE DIVISION  
REGIONAL CHIEFS OF ADMINISTRATIVE DIVISION  
REGIONAL PAYROLL SERVICES UNITS (RPSU)

**FROM :** *Annalyn M. Sevilla*  
**ANNALYN M. SEVILLA**  
*Undersecretary for Finance*

*Gloria Jumamil-Mercado*  
**DR. GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Bureau of Human Resource and Organizational Development*

**SUBJECT :** TRAINING OF TRAINERS (ToT) ON PAYROLL PREPARATION, PROCESSES, PROCEDURES AND POLICIES FOR THE DOWNLOADING OF PAYROLLS TO SCHOOLS DIVISION OFFICES (SDOs)

**DATE :** March 22, 2023

1. This is to inform you of the forthcoming Four (4)-Cluster Workshops for the above-captioned matter, to be conducted by the following DepEd Central Office units:
  - 1.1 Solutions Development Division, ICTS, for the FoxPro payroll program;
  - 1.2 Personnel Division, BHRD, for personnel actions/matters related to payroll including preparation of remittances to private entities accredited under the Department's Automatic Payroll Deduction System (APDS) Program;
  - 1.3 Accounting Division, Finance Service, for the pre-auditing of payrolls; and
  - 1.4 Employee Account Management Division, Finance Service, for APDS concerns and presentation of the assessment tool for the purpose.
2. The objectives of these 4-clusters ToT workshops are as follows:
  - 2.1 Train the regional offices' personnel involved in payroll preparation and processing on how to capacitate their respective SDOs;
  - 2.2 Ensure the readiness of the SDOs to assume said payroll functions before downloading the same by the regions to their respective offices; and

2.3 Ensure the timely release of salaries of the DepEd personnel within their respective jurisdictions.

3. The tentative schedule and venue of these workshops are shown below. An Advisory shall be issued for each cluster for the exact location of the workshop and for any modifications on the matter.

Cluster	Regions	Date of Training	Venue (exact venue TBA)
1	I, II, III and CAR	April 17 to 21, 2023	Pampanga, Region III
2	IX, XI, XII and XIII	April 24 to 28, 2023	Zamboanga City, Region IX
3	IV-A, IV-B, V and NCR	May 22 to 26, 2023	Batangas City, Region IV-A
4	VI, VII, VIII and X	May 29 to June 2, 2023	Cebu City, Region VII

4. Representatives from each region must be those responsible for the actual training to the schools division offices and must have the actual knowledge and performance on the payroll processes. Expected participants to these workshops are as follows:

Position/Designation	No. of Pax
Chief or Supervising Administrative Officer (SAO) of Finance Division or representative	1
Chief of SAO of Administrative Division, or representative	1
Head Accountant (or Pre-Audit Section Accountant), or representative	1
Human Resource Development Officer (Trainer)	1
Cashier/Disbursing Officer	1
Designated Verifiers, Personnel Unit	2
Designated Agency Authorized Officers, Personnel Unit	2
Head of Regional Payroll Services Unit and Staff	2
Information and Communication Technology Officer (knowledgeable with FoxPro)	1
<b>Total Number of Participants per Region</b>	<b>12</b>

5. All participants are requested to submit their confirmation of attendance through the link below on the following deadline:

Cluster	Regions	Schedule	Link
1	I, II, III and CAR	April 10, 2023	<a href="https://bit.ly/3TxkvEH">https://bit.ly/3TxkvEH</a>
2	IX, XI, XII and XIII	April 17, 2023	<a href="https://bit.ly/3vUnfm2">https://bit.ly/3vUnfm2</a>
3	IV-A, IV-B, V and NCR	May 15, 2023	<a href="https://bit.ly/3LyNndL">https://bit.ly/3LyNndL</a>
4	VI, VII, VIII and X	May 22, 2023	<a href="https://bit.ly/3JW53in">https://bit.ly/3JW53in</a>

MEMORANDUM OUF-2023-XXXX  
TRAINING OF TRAINERS ON DOWNLOADING OF PAYROLL  
PROCESSES TO SCHOOLS DIVISION OFFICES

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6. Attached is a copy of the Program of Activities for this purpose. Participants are encouraged to bring laptop to be used during workshop proper.
7. Incidental expenses of the participants relative to the activity such as travelling and communication expenses, if any, shall be charged to the region's respective local funds, subject to usual government accounting and auditing rules and regulations.
8. For any inquiries or clarifications, please contact the Employee Account Management Division, the APDS Secretariat, at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or telefax number (02) 8633-7248.
9. For immediate dissemination and compliance.

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**TRAINING THE TRAINERS**  
**DOWNLOADING OF PAYROLL PROCESS TO SCHOOLS DIVISION OFFICES**

**PROGRAM OF ACTIVITIES (Per Cluster)**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>IN-CHARGE</b>
	<b>Day 0 - Monday</b>	
2:00 PM	Arrival of Participants	Regional Representatives
	Technical Dry-Run of the Program	CO Facilitators
	Billeting of Participants	CO Secretariat
	<b>Day 1 - Tuesday</b>	
9:00 AM	Preliminaries (Opening Program)	Host Region
	Welcome Remarks Inspirational Message (video message – Sir Elmer please ask OUF)	Host Region/SDS USec Sevilla/Dir. Calapit
9:30 to 12:00 PM	<b>Presentation</b> 1. Personnel Actions on Payroll Matters a. Cycle of Compensation and Benefits b. Computation of Proportion Vacation Pay Overpayment c. Service Credit	c/o Personnel Division, BHROD
	12:00 to 1:00 PM	NOON BREAK
1:00 PM to 3:00 PM	2. Automatic Payroll Deduction System (APDS) Program a. APDS policies b. Walk Through of TCAA	c/o Employee Account Management Division, Finance Service
	3. Readiness Assessment Tool for Downloading of payrolls	
3:00 PM to 4:00 PM	4. Payroll Preparation Using FoxPro Program	c/o Solutions Development Division, ICTS
4:00 PM to 5:00 PM	5. Obligation and Pre-audit Process	c/o Accounting Division, Finance Service
	<b>Day 2 - Wednesday</b>	
8:00 AM to 12:00 PM	Process on Crafting of Training Design	c/o HRDU, Host Region
12:00 to 1:00 PM	NOON BREAK	
1:00 PM to 5:00 PM	Workshop: Crafting and Presentation of Training Design	Regional Representatives

**PROGRAM OF ACTIVITIES (Per Cluster)**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>IN-CHARGE</b>
	<b>Day 3 - Thursday</b>	
8:00 AM to 12:00 PM	Simulation Process/Role Playing/Critiquing	Regional Representatives
<b>TIME</b>	<b>ACTIVITIES</b>	<b>IN-CHARGE</b>
12:00 PM to 1:00 PM	NOON BREAK	
1:00 to 4:00 PM	Simulation Process/Role Playing/Critiquing	Regional Representatives
4:00 PM to 5:00 PM	Agreements; Timelines for the Roll Out Closing Remarks	Facilitator
	<b>Day 4 - Friday</b>	
9:00 AM	<b>Home Sweet Home</b>	

**SCHEDULE OF ACTIVITIES (Per Cluster)**

<b>Cluster</b>	<b>Regions</b>	<b>Duration</b> (inclusive of travel time)	<b>Venue</b> (exact venue TBA)
1	I, II, III and CAR	April 17 to 21, 2023	Within Pampanga, Region III
2	IX, XI, XII and XIII	April 24 to 28, 2023	Within Zamboanga City, Region IX
3	IV-A, IV-B, V and NCR	May 22 to 26, 2023	Within Batangas City, Region IV-B
4	VI, VII, VIII and X	May 29 to June 2, 2023	Within Cebu City, Region VII