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

May 15, 2023

OFFICE MEMORANDUM

AD-2023- 282

CORRIGENDUM TO OFFICE MEMORANDUM NO. AD-2023 (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. Due to other relevant activities to be attended to by some of the identified participants to the **Training of Trainers (ToT) on Payroll Preparation, Processes, Procedures and Policies for the Downloading of Payrolls to Schools Division Offices** to be conducted by the DepEd CO on **May 29 to June 2, 2023** in Cebu City, the participants shall be corrected as follows:

Name	Position/Designation
Ms. Fe M. Gerona	Chief Accountant, Finance Division
Ms. Reylyn S. Esoy	Accountant I, Finance Division
Mr. Rodel V. Rosales	EPS, Human Resource Development Division
Ms. Russel L. Resco	AO V, AD-Cash Section/Cashier
Ms. Eva D. Rosales	AO V, AD-Personnel Section/ Head of Payroll Services and AAO
Ms. Remedios L. Alejandro	ADAS V, AD-Personnel Section/ Payroll Incharge
Ms. Juditha P. Antido	ADA VI, AD-Personnel Section/ Payroll Incharge
Ms. Milgrace A. Gaddi	ADA VI/ AD-Personnel Section/Payroll Incharge and Designated Verifier



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Mr. Joselito E. Enriquez	ADA VI/ AD-Personnel Section/ Payroll Incharge and Designated Verifier
Ms. Fernanda L. De la Cruz	ADA VI, AD-Personnel Section/ Payroll Incharge
Mr. Regin T. Virtudes	ADA III, AD-Personnel Section/ Payroll Incharge
Mr. Jim Albert A. Lagado	ITO I, ICT Unit
No. of Pax	12

2. 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.
3. For immediate dissemination and compliance.


EVELYN R. FETALVERO, CESO III
 Regional Director

AD-PS-EDR





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

4821
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



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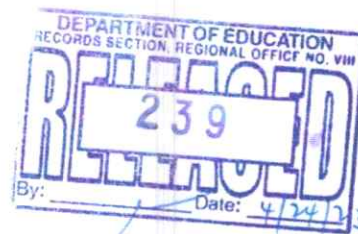
DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

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
No. of Pax	12

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 

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

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MEMORANDUM
 DLF 2023-103

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

DR. Gloria J. Mamil-Mercado
 DR. GLORIA J. MAMIL-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 (SDS) for the FWHF 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 Emp. Acc. 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
Total Number of Participants per Region	12

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	https://bit.ly/3TskvEH
2	IX, XI, XII and XIII	April 17, 2023	https://bit.ly/3yUnfm2
3	IV-A, IV-B, V and NCR	May 15, 2023	https://bit.ly/3LyNndL
4	VI, VII, VIII and X	May 22, 2023	https://bit.ly/3JW53in

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 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)

TIME	ACTIVITIES	IN-CHARGE
	Day 0 - Monday	
2:00 PM	Arrival of Participants	Regional Representatives
	Technical Dry Run of the Program	CO Facilitators
	Billeting of Participants	CO Secretariat
	Day 1 - Tuesday	
	Preliminaries (Opening Program)	Host Region
9:00 AM	Welcome Remarks Inspirational Message (video message - Sir Elmer please ask OUF)	Host Region/SDS USec Sevilla/Dir. Calapit
9:30 to 12:00 PM	Presentation 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 3. Readiness Assessment Tool for Downloading of payrolls	c/o Employee Account Management Division, Finance Service
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
	Day 2 - Wednesday	
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

