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

August 9, 2023

**REGIONAL MEMORANDUM**

No. **853** s. 2023

**DISSEMINATION OF REGIONAL OFFICE CONTACT  
AND HOTLINE NUMBERS**

To: Schools Division Superintendents  
All Others Concerned

1. To avoid overpayment of salary and other benefits of school and division personnel paid under the Automatic Payroll Deduction System (APDS) due to untimely death, this Office, through the Personnel Section of the Administrative Division, disseminates the Regional Office contact and hotline numbers as follows:

Telephone Number: **053-832-4631/053-832-5738**  
Cellphone Number: **Smart - 09302925952; Globe - 09163350240**  
Google link: **http://bit.ly/deped8rss**

2. Relative thereto, the concerned School Head or Division HRMO shall be responsible in ensuring that the matter is immediately reported to the Regional or Division Payroll Services using the above platforms and shall provide the following information:

- Name
- Employee Number
- School
- Division
- Date and Cause of Death

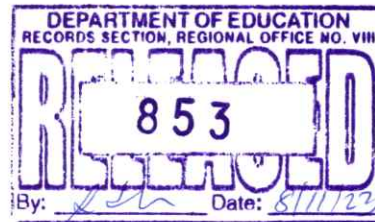
3. In the event the cause of death cannot be determined, the incident should still be reported provided the date of death is made known to ensure the accurate period to effect the stoppage of payment of salary and/or other benefits.

4. Immediate dissemination of and compliance with this Memorandum are desired.

*For:*   
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

- ONLINE PLATFORM
- REPORT
- SALARY
- STOPPAGE



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