



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

March 25, 2024

REGIONAL MEMORANDUM

AD-2024- **365**

**DOWNLOADING OF PAYROLL PROCESSING TO THE
SCHOOLS DIVISION OF BORONGAN CITY**

To: Schools Division Superintendent } Division of **Borongan City**
Chiefs of Administrative and Finance Divisions
All Others Concerned

1. With the successful preparation and printing of payrolls in the Schools Division of Borongan City, the payroll processing shall initially be downloaded to the said division effective **April 2024**.
2. While in transition, a parallel payroll preparation and printing by the Regional and Division Payroll Services shall still be done until the concerned division can independently perform the process.
3. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries of DepEd personnel within its jurisdiction and take responsibility in the processing of remittances of both Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs).
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosure: None

Reference: Letter from SDS of Borongan City; RM 1152, s. 2023;

To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-PS-EDR



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Date: 3/28/24
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