



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

April 5, 2024

REGIONAL MEMORANDUM

AD-2024- **407**

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

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

1. With the successful preparation and printing of payrolls in the Schools Division of Maasin City, the payroll processing shall initially be downloaded to the said division effective **April 2024**.
2. A parallel payroll preparation and printing by the Regional and Division Payroll Services shall still be done until May 2024. An on-site provision of technical assistance and monitoring shall be conducted by the Administrative Division until the concerned division can independently perform the process to ensure its seamless transition from the RO to the SDO.
3. Anent thereto, the concerned Schools Division Superintendent shall ensure the timely release of salaries and benefits of DepEd personnel within his/her 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.

RONELO AL K. FIRMO
 Director III
 Officer-In-Charge
 Office of the Regional Director

Enclosure: None
 Reference: Letter from Maasin City SDO
 To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-EEC

