





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

March 25, 2024

**REGIONAL MEMORANDUM**  
AD-2024- **353**

**HANDS-ON TRAINING ON PREPARATION AND  
PROCESSING OF PAYROLL**

To: Schools Division Superintendents  
(Divisions of Eastern Samar and Northern Samar)  
All Others Concerned

1. In view of the request of the Divisions of Eastern Samar and Northern Samar on the downloading of payroll system, the Schools Division Superintendents of the said divisions are requested to send two (2) Payroll Incharge, Human Resource Management Officer, and Information Technology Officer to a Hands-on Training on the Preparation and Processing of Payroll using the Foxprogram on **April 23-24, 2024** at the Administrative Division-Personnel Section\_Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Travel and other incidental expenses of participants shall be charged against local fund while board and lodging and other miscellaneous expenses to Regional Office funds subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

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

DOWNLOADING      HANDS-ON TRAINING

AD-PS-EDR

