



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

May 24, 2024

REGIONAL MEMORANDUM

AD-2024- **590**

**FULL DOWNLOADING OF PAYROLL SYSTEM 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. In view of the successful result of the initial downloading of the Payroll System in the Schools Division of Maasin City in April 2024, full downloading of the system shall take effect by **May 2024**.
2. The Schools Division Superintendent shall ensure the timely and accurate preparation and printing of the payroll and shall assume the full accountability in the processing of remittances of both the Government Financial Institutions and Private Lending Institutions within its jurisdiction.
3. This Office, through the Administrative Division, shall continue to monitor and provide the necessary and appropriate technical assistance to the SDO.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director 

Enclosure: None
 Reference: Regional Memorandum AD-2024-407
 To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-PS-EDR



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