



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

May 29, 2024

REGIONAL MEMORANDUM

AD-2024- **611**

**FULL DOWNLOADING OF PAYROLL SYSTEM 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. In view of the successful result of the initial downloading of the Payroll System in the Schools Division of Borongan City on April and May 2024, full downloading of the system shall take effect by June 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 *FR*

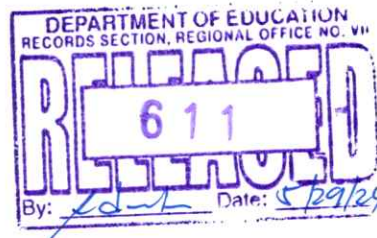
Enclosure: None

Reference: Regional Memorandum AD-2024-365

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

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-PS-EDR



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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

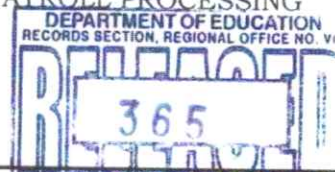
Enclosure: None

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

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