



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

July 18, 2024

**REGIONAL MEMORANDUM**

AD-2024- **808**

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

To: Schools Division Superintendents {Divisions of Catbalogan City with  
Catbalogan National Comprehensive High  
School, Samar, and Tacloban City}  
  
All Others Concerned

1. In view of the request of the Divisions of Catbalogan City with Catbalogan National Comprehensive High School, Samar, and Tacloban City 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 **August 22-23, 2024** at the Administrative Division-Personnel Section Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Travel, lodging and other incidental expenses of participants shall be charged against local funds while one (1) meal and two (2) snacks for two (2) days 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 SDOs

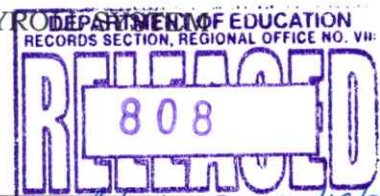
To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING

HANDS-ON TRAINING

PAYROLL

AD-PS-EDR



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By:  Date: 7/19/24