



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

August 5, 2024

**REGIONAL MEMORANDUM**

AD-2024- **882**

**DOWNLOADING OF PAYROLL PROCESSING TO THE  
 SCHOOLS DIVISION OF BILIRAN**

To: Schools Division Superintendent } Division of Biliran  
 Chiefs of Administrative and Finance Divisions  
 All Others Concerned

1. With the successful evaluation and compliance with the requirements of the Schools Division of Biliran, the payroll processing shall initially be downloaded to the said division starting August 2024 in parallel printing with the Regional Office and shall be fully implemented effective September 2024.
2. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries of DepEd personnel within his jurisdiction and take responsibility in the processing of remittances of both Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs).
3. The Regional Office shall continue monitoring the efficient and effective implementation of the downloading of payroll system to the Schools Division Offices.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**

Regional Director  
 DEPARTMENT OF EDUCATION  
 RECORDS SECTION, REGIONAL OFFICE NO. VII



Enclosure: None  
 Reference: AD-WFP; Letter from SDS of Biliran  
 To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING FULL IMPLEMENTATION PAYROLL PROCESSING

AD-PS-EDR



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