



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

September 11, 2024

**REGIONAL MEMORANDUM**

No. **1071** s. 2024

**MONITORING OF THE OPERATION OF PAYROLL SYSTEM IN  
THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
All Others Concerned

1. In consonance with the commitment to providing quality technical assistance notwithstanding the downloading of the payroll system to the Schools Division Offices (SDO), this Office, shall conduct Monitoring of the Operation of the Payroll System in the SDOs of Baybay City, Biliran, Borongan City, Calbayog City, Catbalogan City, Maasin City, Northern Samar, Ormoc City, Southern Leyte and Tacloban City on September to December 2024.
2. The activity aims to monitor the operation of the payroll system, identify issues and concerns including areas for improvement, and to provide technical assistance needed by those in-charge of the payroll.
3. The monitoring team shall be composed of personnel from the Administrative and Finance Divisions.
6. The transportation, board and lodging and other incidental expenses of the team shall be charged against their respective MOOE/local fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *98*

Enclosures: None

References: None

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

SCHOOLS DIVISION OFFICES

MONITORING OF THE OPERATION OF PAYROLL SYSTEM

AD-EEC

DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. VIII



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