



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

December 5, 2024

REGIONAL MEMORANDUM

No. **1562** s. 2024

**DOWNLOADING OF FUND TO THE SCHOOLS DIVISION OFFICES FOR THE
PROCUREMENT OF EQUIPMENT FOR THE DECONCENTRATION
OF PAYROLL PROCESSING**

To: Schools Division Superintendents
All Others Concerned

1. As an offshoot of the Writeshop on the Enhanced Guidelines on the Automatic Payroll Deduction System and Its Accreditation/Re-accreditation Policy, this Office shall download the amount of **Three Hundred Thousand Pesos (P300,000.00)** per SDO once the fund is received by the RO from the Central Office.
2. The downloaded fund shall be utilized by the SDOs for the procurement of various equipment for them to comply with the requirements of the deconcentration of the payroll processing.
3. The Schools Division Superintendents are advised to commence with the procurement process short of award for this purpose pending receipt of the SARO from the Central Office and ensure its utilization within the month.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: None
References: None

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

- DOWNLOADING OF FUND
- PAYROLL SYSTEM



AD-EEC

