



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

February 13, 2025

**REGIONAL MEMORANDUM**

No. **151**, s. 2025

**MONITORING OF THE PAYROLL PROCESSING AND PROVISION OF  
 TECHNICAL ASSISTANCE TO THE IMPLEMENTING UNITS**

To: Schools Division Superintendents  
 All Others Concerned

1. To ensure compliance with existing guidelines and policies on payroll processing and the Terms and Conditions of the APDS Accreditation (TCAA) with the Private Lending Institutions, this Office, through the Administrative Division, shall conduct monitoring of payroll processing and provision of technical assistance to the Implementing Units which operates its own payroll system.
2. The activity shall be conducted in coordination with the General Administrative Unit of the Schools Division Office where the school is located. Attached is the schedule of the monitoring activities, for reference.
3. The monitoring team shall be composed of personnel from the Administrative and Finance Divisions.
4. The transportation, board and lodging and other incidental expenses of the members of the team shall be charged against their respective MOOE/local fund, subject to the usual accounting and auditing rules and regulations.
5. 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:

IMPLEMENTING UNITS      MONITORING      PAYROLL PROCESSING      TCAA

AD-EEC



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Enclosure to RM No. **151**, s. 2025**SCHEDULE OF MONITORING OF THE PAYROLL PROCESSING OF THE  
SDOs and IUs**

<b>SDO</b>	<b>SCHOOL</b>	<b>SCHEDULE OF MONITORING</b>
BAYBAY CITY	Baybay City National HS	February 17, 2025
BILIRAN	Kawayan National HS Naval National HS Naval School of Fisheries Culaba NVS Maripipi NVS Caibiran NHS	April 23-25, 2025
BORONGAN CITY		May 19, 2025
CATBALOGAN CITY	Samar National School Catbalogan Comprehensive NHS	August 28-29, 2025
CALBAYOG CITY	Ramon Lentejas MSF	March 21, 2025
EASTERN SAMAR	Eastern Samar National Comprehensive HS Guiuan NHS Matarinao School of Fisheries Llorente NHS Giporlos National Trade School Balanginga NHS Lawaan School of Craftmanship and Home Industries Southern Samar NCHS Dolores National HS Alugan National School for Craftmaship Samar Nationla Pilot Opportunity School San Policarpo School of Agriculture	May 19-22, 2025
LEYTE	Burauen Comprehensive NHS Dulag NHS Carigara NHS Tanauan NHS Hilongos National Voc. School Bato School of Fisheries	July 23-25, 2025

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

	Leyte Agro Industrial School Dr. Geronimo Zaldivar MHS	
MAASIN CITY		February 18, 2025
NORTHERN SAMAR	Allen NHS BBCMAIS Bobon School for PC Capul Agro-Industrial School Catarman NHS Catubig Valley NHS DJFA NHS ETBM School of Fisheries Gala Vocational School Lorenzo Menzon AIS Mapanas AIS Mondragon AIS San Antonio AVS San Isidro AIHS San Jose Technical HS San Roque Pambujan VHS San Vicente School of Fisheries Silvino Lobos VHS Sumoroy AIS	March 17-20, 2025
ORMOC CITY	Ipil National HS Ormoc City National HS	April 22, 2025
SAMAR	Basey National HS VCYMAS Sta. Margarita National HS Clarencio Calagos MSF Quintin Quijano MS Calbiga National HS Tarangnan NHS Wright NHS Hinabangan NHS	August 18-20, 2025
SOUTHERN LEYTE		February 18, 2025
TACLOBAN CITY	Leyte National HS Tacloban National Agri. School Sagkahan National HS	June 18-19, 2025