



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

February 18, 2025

**REGIONAL MEMORANDUM**

No. **169**, s. 2025

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 151, S. 2025**

To: Schools Division Superintendents  
 All Others Concerned

1. In reference to Regional Memorandum No. 151, s. 2025 on the conduct of **Monitoring of the Payroll Processing and Provision of Technical Assistance to the Implementing Units**, this Office, through the Administrative Division, informs the concerned on the change of schedule in some Schools Division Offices due to conflict of schedule.
2. Attached are the updated Schedule and the Monitoring Tool, for guidance.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director *9/8*

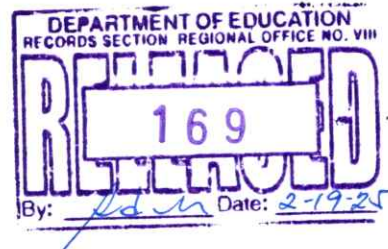
Enclosures: As stated

References: As stated

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

IMPLEMENTING UNITS      MONITORING      PAYROLL PROCESSING      TCAA

AD-EEC



Enclosure to RM No. **169**s. 2025

**UPDATED 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 20, 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 21, 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 21, 2025
TACLOBAN CITY	Leyte National HS Tacloban National Agri. School Sagkahan National HS San Jose NHS Cirilo Roy Montejo NHS	February 18-19, 2025

## MONITORING TOOL

### PAYROLL PROCESSING

<b>Name of SDO/IU</b>	
<b>Name of Coordinator</b>	
<b>Position/Designation</b>	
<b>Contact No.</b>	
<b>Email Address</b>	
<b>Date of Payroll</b>	
<b>Deconcentration/ Legal Bases</b>	

#### SCHOOLS DIVISION OFFICE PERSONNEL PROFILE:

OFFICE/SCHOOL	NUMBER OF PERSONNEL
SDO Proper	
School ( Non-IUs)	
Elementary	
Secondary	
SHS	
Stand Alone	

INDICATOR	PER MONITORING	REMARKS
<b>A. Payroll Management Process</b>		
1. The payroll process flow is posted in a conspicuous area.		
2. The process flow includes documents required for submission and the timeline of processing.		



<b>B. Human Resources</b>		
3. The SDO/School has the required number of personnel in-charge of the payroll services.		
4. The payroll in-charge have no additional tasks except that of payroll processing.		
<b>C. Payroll System</b>		
5. The foxpro program is properly installed with continuous operation		
<b>D. Equipment and Supplies</b>		
6. Adequate number of printing materials  6.1 Continuous form/paper  6.2 Printer Ribbon/Ink  6.3 Aircon unit  6.4 Printer  6.5 Computer desktop  6.6 Others (please specify)  7. with schedule for regular maintenance of printer		
<b>E. Working and Storage Area</b>		
7. The working area is conducive for payroll		

preparations with glass partition.		
8. With storage area		
9. With reception area		
<b>F. Internal Control Mechanism</b>		
10. Payroll and pay slips print-outs are accurate		
11. Pay slips are clear and with dry seal		
12. Pay slips are distributed as scheduled		
13. Billings were validated and encoded accurately		
14. There is a queuing system established in the receiving of billings		
<b>G. Remittances</b>		
15. Remittances are on-time and accurate		
15.1 GFIs		
<ul style="list-style-type: none"> <li>➤ GSIS</li> <li>➤ Philhealth</li> <li>➤ Pag-ibig</li> <li>➤ Others</li> </ul>		
15.2 PLIs		
<ul style="list-style-type: none"> <li>➤ CSB</li> <li>➤ BDO</li> <li>➤ East West Bank</li> <li>➤ FCB</li> </ul>		

<ul style="list-style-type: none"> <li>➤ MTMAS</li> <li>➤ CBS</li> <li>➤ Mactan Bank</li> <li>➤ CFI</li> <li>• Others</li> </ul>		
<b>H. TIMELINESS IN ADDRESSING VARIOUS CONCERNS</b>		
<p>16. Request for:</p> <p>16.1 Inclusion</p> <ul style="list-style-type: none"> <li>➤ Newly Hired</li> <li>➤ Others</li> </ul> <p>16.2 Deletion</p> <p>16.3 Salary Adjustment due to:</p> <ul style="list-style-type: none"> <li>➤ Promotion</li> <li>➤ Step Increment</li> <li>➤ Salary Increase</li> </ul>		

Monitored by:

\_\_\_\_\_  
Monitoring Team

Conforme:

\_\_\_\_\_  
School Head/Payroll-In-Charge