



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

June 30, 2025

REGIONAL MEMORANDUM

AD-2025- **740**

THREE-DAY ORIENTATION-WORKSHOP ON THE NEW PAYROLL SYSTEM

To: Schools Division Superintendents
All Others Concerned

1. In preparation for the implementation of the Commission on Audit (COA)-Government Accountant Manual (GAM) compliant New Payroll System-COA developed by Mr. Domingo N. Payod, Jr., Information Technology Officer I, Division of Eastern Samar, a three-day orientation-workshop shall be conducted on **July 23-25, 2025** at the RNEAP Hall 4, DepEd Regional Office VIII, Candahug, Palo, Leyte.
2. The participants to this activity are as follows:
 - Three (3) from each SDO (Information Technology Officer, Human Resource Management Officer and Payroll Incharge)
 - RO Finance Division Chief, SAO, Accountant III, Accountant I, remittance incharge
 - RO Administrative Division Chief, SAO, AO V-Personnel, payroll and remittance incharge
3. The participants are expected to bring their own laptop, extension wire, and the accomplished Human Resource Information Data Set template which shall be used during the workshop.
4. Travel expenses and a registration fee of Six Thousand Pesos (PhP6,000.00) chargeable against local funds shall be collected from each participant to defray expenses for meals, venue, and other miscellaneous expenses subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As stated

Reference: As stated

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

ORIENTATION-WORKSHOP

PAYROLL SYSTEM

AD-PS-EDR



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