



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

June 30, 2025

REGIONAL MEMORANDUM

AD-2025- **745**

**PREPARATION OF HUMAN RESOURCE INFORMATION
DATA SETS FOR THE NEW PAYROLL SYSTEM**

To: Schools Division Superintendents
Human Resource Management Officer
Payroll-Incharge
All Others Concerned

1. In preparation for the orientation-workshop on the new payroll system to be conducted on July 22-24, 2025 which will be led by **Mr. Domingo N. Payod, Jr.**, Information Technology Officer I of Eastern Samar Division, all Schools Division Offices are requested to comply with the Human Resource Information Data Sets which is a pre-requisite in the implementation of the system.
2. The electronic copy of the template can be downloaded through the link: **<https://rb.gy/zuy7ah>**.
3. 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:

DATA SETS

PAYROLL SYSTEM

AD-PS-EDR

