



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

July 17, 2025

REGIONAL MEMORANDUM

AD-2025- **839**

**RESETTING OF THE THREE-DAY ORIENTATION-WORKSHOP
ON THE NEW PAYROLL SYSTEM**

To: Schools Division Superintendents
All Others Concerned

1. Due to some technical concerns, the scheduled three-day orientation-workshop on the new payroll system per Regional Memorandum No. 740, s. 2025 shall be reset from July 23-25, 2025 to **September 3-5, 2025** still at the RNEAP Hall 4, DepEd Regional Office VIII, Candahug, Palo, Leyte.
2. The expected participants shall ensure that the Human Resource Information Data Set template is fully accomplished before the workshop.
3. The registration fee of **Six Thousand Pesos (P6,000.00)** shall also cover the 2-night accommodation of the participants.
4. 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

RESETTING

AD-PS-EDR



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Page 1 of 1





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS
SCHOOLS DIVISION OF EASTERN SAMAR

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII

July 15, 2025

DATE: 7-17-25
TRACKING #: 6843 TIME: 8:52
SIGNATURE: [Signature]

EVELYN R. FETALVERO, CESO IV
Regional Director
Department of Education Regional Office VIII
Government Center, Brgy. Candahug, Palo, Leyte

Madam:

Good day!

This is in reference to Regional Memorandum AD2025-740, titled "Three-Day Orientation-Workshop on the New Payroll System." We respectfully request the rescheduling of the aforementioned orientation-workshop from its original dates of **July 23-25, 2025**, to the proposed dates of **September 3-5, 2025**.

While Mr. Domingo N. Payod Jr., Information Technology Officer I of this Division, has made significant progress in the development of Payroll System, the integration of the new COA mandated features is still underway. The work is nearing completion, but additional time is needed to guarantee the system's stability, reliability, and compliance.

Furthermore, prior to the demonstration and release of the Payroll System to a wider audience, including DepEd SDO users, it must undergo a patenting process. This step is crucial to protect intellectual property rights and to ensure that the system can be securely and confidently deployed.

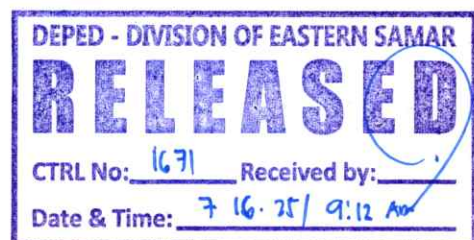
Given these considerations, rescheduling the orientation-workshop to September 3-5, 2025, is necessary to ensure the successful implementation of the Payroll System.

Additionally, please find attached "Annex A," which details the proposed timeline of activities along with the responsible offices and/or personnel relating to the implementation of the aforementioned Payroll System for your review and approval.

Thank you for your kind consideration and support.

Respectfully yours,

GORGONIO G. DIAZ JR., PhD, CESO V
Schools Division Superintendent



“ANNEX A”

TIMELINE OF ACTIVITIES

WHAT	WHO/TIMELINE
Review of the DepEd Samar Payroll System by the DepEd RO	Region Administrative Office and ESDO ITO, Payroll Section Head, and HRMO/April 1 to June 15, 2025
Discussion on the Output of the review and collaboration between DepEd E. Samar Systems Owner	COA, Region Administrative Office, and ESDO ITO, Payroll Section Head, and HRMO/June 24, 2025
Payroll Manual Preparation	Region Administrative Office & ESDO/July 1-21, 2025
Enhancement of the System	ESDO ITO, Payroll Section Head, and HRMO <ul style="list-style-type: none"> ✓ HRIS/July 1 to August 9, 2025 ✓ Payroll System/July 1 to August 30, 2025
Population of Data, Enhancement and Training-HRIS	Region Administrative Office and ALL D.O. ITO, Payroll Section Head, and HRMO
Population of Data and Training – Payroll System	(workshop requirement: 1-4 port router; 3-5m UTP patch cables; laptops with RJ45 port; extension wires) <ul style="list-style-type: none"> ✓ HRIS/August 20-22, 2025 ✓ Payroll System/September 3-5, 2025
Parallel Testing Payroll System	Region Administrative Office and ALL D.O. ITO, Payroll Section Head, and HRMO <ul style="list-style-type: none"> ✓ Payroll System/October to December 31, 2025
Cascade to all Division Offices	HRIS/September-December 2025 Payroll System/January 2026
Monitoring and Enhancement	January to December 2026



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

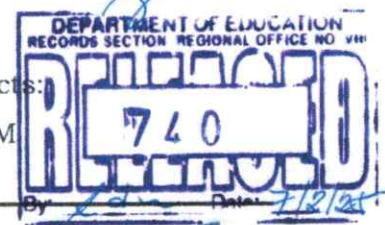


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Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

July 9, 2025

REGIONAL MEMORANDUM

AD-2025- 798

**ADDENDUM TO REGIONAL MEMORANDUM AD-2025-740
 (THREE-DAY ORIENTATION-WORKSHOP ON
 THE NEW PAYROLL SYSTEM)**

To: Schools Division Superintendents
 All Others Concerned

1. With reference to Regional Memorandum AD-2025-740 titled: Three-Day Orientation-Workshop on the New Payroll System, the following participants are hereby added:

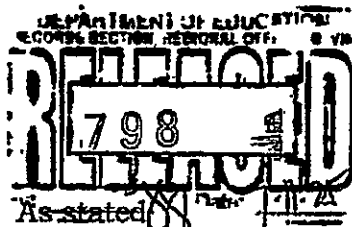
- One (1) Accountant per Schools Division Office
- Information Technology Officer I and Computer Programmer II from the Regional Office

2. Payment of registration fee may be done through bank transfer or in check with the following details:

Account Name/Payee: DEPED REG OFFICE 8 TRUST ACCOUNT
 Account Number: 0002-500000-97
 Bank: Philippine Veterans Bank

3. All other provisions of RM AD-2025-740 are still in effect.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.



[Signature]
EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosure: As stated

Reference: As stated

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

ADDENDUM

PAYROLL SYSTEM

WORKSHOP

AD-PS-EDR



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