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

August 7, 2025

**REGIONAL MEMORANDUM**No. **933** s. 2025**REGULAR SUBMISSION OF PAYROLL FILES**

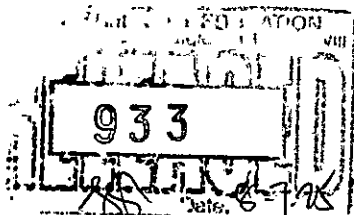
To: Schools Division Superintendents  
School Heads of Implementing Units  
Payroll-In-Charge  
All Others Concerned

1. With the 100% deconcentration of payroll processes to the Schools Division Offices and Implementing Units as of August 2025, the Schools Division Superintendents through the Payroll Incharge are hereby reminded on the regular submission of payroll files.

2. The following payroll files are expected to be received by this Regional Office through google drive: <https://shorturl.at/OOnae> every 10<sup>th</sup> of the following month for consolidation and submission to DepEd Central Office before the 15<sup>th</sup> of every month.

FILE TYPE	RENAME TO:
MASTFILE	MASTFILE_<SDO/IU School Name>.DBF
DEDFILE	DEDFILE_<SDO/IU School Name>.DBF
INCLUDED	INCLUDED_<SDO/IU School Name>.DBF
EXCLUDED	EXCLUDED_<SDO/IU School Name>.DBF
PYENT	PYENT_<SDO/IU School Name>.DBF
RDED	RDED_<SDO/IU School Name>.DBF
PAYROLLS	PAYROLLS_<SDO/IU School Name>.DBF
NETPAY	NETPAY_<SDO/IU School Name>.DBF

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



**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosure: DM-OUFDA-2019-0004

References: DM-OUFDA-2019-0004

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

PAYROLL

REPORTS

SUBMISSION

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: [region8.deped.gov.ph](http://region8.deped.gov.ph)



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