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

September 8, 2025

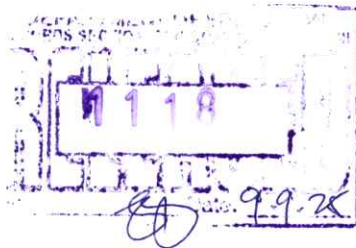
**REGIONAL MEMORANDUM**

No. **1118**, s. 2025

**DOWNLOADING OF FUNDS FOR THE PROCUREMENT OF EQUIPMENT  
FOR PAYROLL OPERATION**

To: Schools Division Superintendents  
All Others Concerned

1. To ensure the seamless operation of the Payroll System, this Office, through the Administrative and Finance Divisions, shall download the amount of **Three Hundred Thousand Pesos (P300,000.00)** for each of the thirteen (13) Schools Division Offices intended for the operation of the payroll system.
2. The Schools Division Superintendents are directed to ensure that the fund shall be immediately utilized within the fiscal year.
3. Considering that this is a capital outlay fund, its utilization shall be restricted to the procurement of equipment necessary for payroll operation. The SDO may proceed with the procurement process short of award while waiting for the Regional Sub-ARO.
4. The Head of the Administrative Unit of the SDO shall submit the Utilization Report to the Regional Office through the Chiefs of the Administrative and Finance Divisions not later than December 15, 2025.
5. Immediate dissemination of and compliance with this Memorandum are desired.



**RONALO AL R. FIRMO CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosures: None

References: OSEC-8-25-04046

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

CAPITAL OUTLAY FUND

DOWNLOADING

PAYROLL OPERATION

AD-EEC



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