



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

12989

November 18, 2025

REGIONAL MEMORANDUM

No. **1556** s. 2025

**ADVISORY ON THE RE-SCHEDULING OF THE ROLL-OUT OF THE
MODIFIED VERIFIER'S LEDGER V.2 - CLUSTER 3**

To: Schools Division Superintendents
APDS Verifiers
All Others Concerned

1. Attached is an Advisory dated November 6, 2025 from the Employee Account Management Division, DepEd Central Office with the subject: Advisory on the Re-scheduling of the Roll-Out of the Modified Verifier's Ledger V.2 - Cluster 3.
2. The schedule is reset from November 12-15, 2025 to **December 1-3, 2025** still at the Waterworld, Cebu City.
3. Relative thereto, the Schools Division Superintendents shall ensure participation of the SDO Verifiers at a maximum of two (2) per division except for Leyte with four (4) allocation.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosure: As stated

Reference: RM 1433, s. 2025

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

CHECKPOINT

ECP

MEETING

AD-PS-EDR



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





Department of Education

DEPARTMENT OF EDUCATION
RECEIVED
 Region VII - region7@deped.gov.ph
 RECORDS SECTION - REGIONAL OFFICE NO. VII
 DATE: 11-11-25
 TIME: 11:00
 TRACKING: 11:41
 SIGNATURE: [Signature]

ADVISORY ON THE RE-SCHEDULING OF THE ROLL-OUT OF THE MODIFIED VERIFIER'S LEDGER V.2 - CLUSTER 3

Employee Account Management Division <fs.eamd@deped.gov.ph>

Thu, Nov 6, 2025 at 6:02 PM

To: DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>, DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>, "Negros Island Region (NIR)" <nir@deped.gov.ph>
 Cc: DEPED CEBU <cebu@deped.gov.ph>, DEPED CEBU CITY <cebu.city@deped.gov.ph>, "Ma. Cristina Gacayan" <crisrina.gacayan@deped.gov.ph>, DepEd Cebu City Division - Budget <depedccdbudget@gmail.com>, Nimfa Bongo <nimfa.bongo@deped.gov.ph>, Ariel Tandingan <ariel.tandingan@deped.gov.ph>, Roma Kristine Asuncion <roma.asuncion@deped.gov.ph>, Marilou Garcia <marilou.garcia@deped.gov.ph>, Gwyneth Salvador <gwyneth.salvador@deped.gov.ph>

TO: Regional Directors of Regions VI, VII, VIII and NIR
All Schools Division Superintendents concerned
APDS Verifiers
All other Concerned

In light of the impact of Typhoon Tino and the expected Super Typhoon, please be informed that the Cluster 3 Roll-Out of the Modified Verifier's Ledger V.2 has been **rescheduled from November 12-14, 2025 to December 01-03, 2025.**

The Finance Service through the Employee Account Management Division (EAMD) recognizes the challenges being faced by our colleagues from the regional, schools division offices, and implementing units during this time. The adjustment in schedule aims to prioritize everyone's safety and well-being, and to allow sufficient time for affected offices to recover and prepare for the activity.

We extend our understanding and support to all colleagues in the affected areas and appreciate your continued commitment and cooperation. The final venue for the activity will be announced in a separate communication.

For queries and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 0916-7327205.

Please continue to take necessary precautions and keep safe.

For information and guidance.

Thank you.

Employee Account Management Division (EAMD)

Department of Education - Finance Service
 2nd Flr., T. Alonzo Bldg., DepEd Complex
 Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:
bit.ly/EAMDFB



Advisory on the re-scheduling of cluster 3 roll out of verifiers ledger.pdf
 580K



Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

November 06, 2025

ADVISORY

**TO : REGIONAL DIRECTORS OF REGIONS VI, VII, VIII AND NIR
ALL SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
APDS VERIFIERS
ALL OTHERS CONCERNED**

**Subject: ADVISORY ON THE RE-SCHEDULING OF THE ROLL-OUT OF THE
MODIFIED VERIFIER'S LEDGER V.2 - CLUSTER 3**

In light of the impact of Typhoon Tino and the expected Super Typhoon, please be informed that the Cluster 3 Roll-Out of the Modified Verifier's Ledger v.2 has been **rescheduled from November 12-14, 2025 to December 01-03, 2025.**

The Finance Service through the Employee Account Management Division (EAMD) recognizes the challenges being faced by our colleagues from the regional, schools division offices and implementing units during this time. The adjustment in schedule aims to prioritize everyone's safety and well-being, and to allow sufficient time for affected offices to recover and prepare for the activity.

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For queries and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 0916-7327205.

Please continue to take necessary precautions and keep safe.

For information and guidance.


ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
Employee Account Management Division



Address: GF Alonzo Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-7248 / (02) 8638-8640
Email Address: fs.eamd@deped.gov.ph



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

October 27, 2025

REGIONAL MEMORANDUM

No. **1433** s. 2025

**ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION
CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)**

To: Schools Division Superintendents
RO Chief, Administrative Division
RO Information Technology Officer
All Others Concerned

1. Relative to the attached Memorandum dated October 20, 2025 with the subject: Roll-Out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes and Other Matters (Cluster 1 to 4), the Regional Office and Schools Division Offices verifiers are invited to participate in the said activity which will be held on **November 12-14, 2025** for Cluster 3 (Regions VI, VII, VIII, and NIR) at **WaterWorld, Cebu City**.
2. The expected participants are loan verifiers under the Automatic Payroll Deduction System (APDS) Verifier/Payroll Services Head or Staff and Information Technology Officer or Programmer for the Regional Office and designated APDS Verifiers for the Schools Division Offices.
3. The distribution of participants is indicated in the table below:

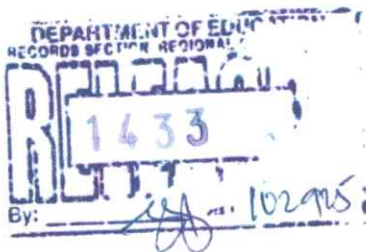
RO/SDO	No. of Pax
Regional Office	2
Baybay City	2
Biliran	2
Borongan City	2
Calbayog City	2
Catbalogan City	2
Eastern Samar	2
Leyte	4
Maasin City	2
Northern Samar	2
Ormoc City	2
Samar	2
Southern Leyte	2
Tacloban City	2



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



4. Participants are advised to bring the following items/files to the venue:
 - Laptop, extension cord and documents/files such as
 - Latest copy of Verifier's Ledger
 - Copy of the updated list of active payees and corresponding deduction codes; and
 - Other pertinent documents related to payroll verification and deductions.
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
5. Confirmation of attendance is requested by completing the registration form through the link: **<https://tinyurl.com/Roll-out-Cluster-3>** on or before November 3, 2025.
6. Travel and other necessary expenses relative to this roll-out shall be charged against local funds subject to existing accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.



RONELLO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

ROLL-OUT

UPDATE

VERIFIER

AD-PS-EDR



Republic of the Philippines

Department of Education

OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

MEMORANDUM

October 20, 2025

FSOD-2025-

FOR :

Office of the Director IV, Bureau of Human Resource and Organizational Development (BHROD)
Office of the Director for Information and Communication Technology Service (ICTS)
All DepEd Regional Directors
All Schools Division Superintendents
Chief Administrative Officers of Administrative Unit
Heads of Regional Payroll Services Unit (RPSU)
Regional Information Technology Officers/Programmers
APDS Verifiers of Selected SDOs
All Others Concerned

FROM :

ARMANDO C. RUIZ
Director IV, Finance Service

SUBJECT :

ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)

The Finance Service-Employee Account Management Division (FS-EAMD) through its Automatic Payroll Deduction System (APDS), hereby invites all designated verifiers to participate in the conduct of the *Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)* which will be held on the following schedule:

CLUSTER	REGIONS	DATE
1	I, II, III and CAR	November 23-25, 2025
2	IV-A, MIMAROPA, V and NCR	November 24-26, 2025
3	VI, VII, VIII and NIR	November 12-14, 2025
4	IX, X, XI, XII and CARAGA	November 19-21, 2025

The final venue shall be issued through a separate advisory.

This activity addresses reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.

Following the pilot testing conducted with the selected verifiers in Regions IV-A and NCR—and subsequent revisions based on its findings—this roll-out will present the enhanced NTHP verification system. The updated system incorporates additional improvements and inputs to ensure more accurate processing and full compliance with established payroll policies and procedures.

The Participants to this activity shall be those directly involved in the verifier's ledger process and will be assigned to train other verifiers in their respective regions and divisions, as follows:

- **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
 - a. APDS Verifier
 - b. RPSU Head or Staff
 - c. Information Technology (IT) Officers or Programmers
- **Each Schools Division Office (SDO) may send at least two (2) participants**, designated as APDS Verifiers.

Moreover, please be guided by the following details:

1. Please bring laptop, extension cord and documents/files such as:
 - a. Latest copy of their **Verifier's Ledger**;
 - b. Copy of the **updated list of active payees and corresponding deduction codes**; and
 - c. Other pertinent documents related to payroll verification and deductions.
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
2. Travel expenses shall be charged against the participant's local funds, subject to existing accounting, and auditing rules and regulations.
3. The first meal on Day 0 will be Dinner, and the last meal to be served is Lunch.

CLUSTER	DATE (DAY 0)
1	November 23, 2025
2	November 24, 2025
3	November 12, 2025
4	November 19, 2025

4. Travel Authority shall be prepared individually or per office, depending on the office's internal arrangements.
5. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and make necessary adjustments.

We highly appreciate your active participation in this initiative. Kindly confirm your attendance by completing the registration form on or before November 03, 2025 through the following link:

CLUSTER	REGIONS	LINK
1	I, II, III and CAR	https://tinyurl.com/Roll-out-Cluster-1
2	IV A, MIMAROPA, V and NCR	https://tinyurl.com/Roll-out-Cluster-2
3	VI, VII, VIII and NIR	https://tinyurl.com/Roll-out-Cluster-3
4	IX, X, XI, XII and CARAGA	https://tinyurl.com/Roll-out-Cluster-4

Attached is the Program of Activities for the said event.

For further inquiries, you may contact the EAMD at fs.eamd@deped.gov.ph, attention Ms. Gwyneth Salvador.

For immediate dissemination and appropriate action.

PROGRAM OF ACTIVITIES
FOR THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2) UPDATES,
DEDUCTION CODES AND OTHER MATTERS – CLUSTERS 1 TO 4

DAY 1:

TIME	TOPIC	DISCUSSION
8:30 am to 9:00 am	Opening Remarks	<ul style="list-style-type: none"> Welcome remarks Introduction of participants and facilitators. Presentation of workshop objectives and agenda.
9:00 am to 10:30 am	Introduction to the APDS Verifier's Ledger and User Guide	<ul style="list-style-type: none"> Overview of the current process and challenges addressed. Purpose and goals of the verifier system. Verifier's Ledger User Guide.
10:30 am to 11:00 am	Hands-On Demo: Installation of APDS Verifier Ledger	<ul style="list-style-type: none"> Determine which version of Windows is installed Determine which version of Microsoft Office is installed Installing Verifier's Ledger
11:00 am to 12:00 pm	Hands-On Demo: How to Use the APDS Verifier Ledger	<ul style="list-style-type: none"> Navigation through the Verifier Ledger interface. Highlight important rules
1:01 PM to 3:30 PM	Hands-On: Processing of sample verification requests	<ul style="list-style-type: none"> Live walkthrough of the form Examples of valid and invalid entries.
3:31 PM to 5:00 PM	Q&A and Feedback Session	<ul style="list-style-type: none"> Discuss potential challenges Open floor for questions, clarifications

DAY 2:

8:30 AM to 9:00 AM	Recap and Next Steps for Rollout	
9:01 AM to 10:00 AM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	<ul style="list-style-type: none"> Verifier Duties and Responsibilities. Verifier Restrictions and Sanction Best practices
10:01 PM to 12:00 PM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	<ul style="list-style-type: none"> Verifier Duties and Responsibilities. Verifier Restrictions and Sanction Best practices
12:01 PM-1:00 PM	Check-out to the Hotel	
1:01 PM to 1:30 PM	Common Issues & Support Channels	<ul style="list-style-type: none"> Discuss Common Issue and Support Concern
1:31 to 2:00 PM	Closing	<ul style="list-style-type: none"> Ways Forward