



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

January 5, 2026

**OFFICE MEMORANDUM**

AD-2026- 52

**SCHEDULE OF SALARY RELEASE FOR CALENDAR YEAR 2026**

To: Chief, Administrative Division  
Chief, Finance Division  
AO V, Cashier Section  
Regional Payroll Incharge  
Regional Office Employees  
All Others Concerned

1. This is to inform all Regional Office employees on the schedule of salary release for Calendar Year 2026.

<b>Month</b>	<b>Date</b>	<b>Activity</b>
<b>January</b>	20 <sup>th</sup> December 2025 to 5 <sup>th</sup> January 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	7 <sup>th</sup>	Update Masterfile based on Findings
	8 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	9 <sup>th</sup>	Forward Payroll to Finance Division for processing
	13 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>February</b>	20 <sup>th</sup> January 2026 to 5 <sup>th</sup> February 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	9 <sup>th</sup>	Update Masterfile based on Findings
	10 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	11 <sup>th</sup>	Forward Payroll to Finance Division for processing
	12 <sup>th</sup>	Release payfile to Cash Section
	13 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	27 <sup>th</sup>	<b>28<sup>th</sup> Salary available on-line</b>

<b>March</b>	20 <sup>th</sup> February 2026 to 5 <sup>th</sup> March 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	9 <sup>th</sup>	Update Masterfile based on Findings
	8 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	9 <sup>th</sup>	Forward Payroll to Finance Division for processing
	11 <sup>th</sup>	Release payfile to Cash Section
	13 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>April</b>	20 <sup>th</sup> March 2026 to 6 <sup>th</sup> April 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	7 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	8 <sup>th</sup>	Update Masterfile based on Findings
	9 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	10 <sup>th</sup>	Forward Payroll to Finance Division for processing
	13 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>May</b>	20 <sup>th</sup> April 2026 to 5 <sup>th</sup> May 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	7 <sup>th</sup>	Update Masterfile based on Findings
	8 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	11 <sup>th</sup>	Forward Payroll to Finance Division for processing
	13 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>June</b>	20 <sup>th</sup> May 2026 to 5 <sup>th</sup> June 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	8 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	9 <sup>th</sup>	Update Masterfile based on Findings
	10 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)

	11 <sup>th</sup>	Forward Payroll to Finance Division for processing
	12 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>July</b>	29 <sup>th</sup> June 2026 to 6 <sup>th</sup> July 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	7 <sup>th</sup>	Update Masterfile based on Findings
	8 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	9 <sup>th</sup>	Forward Payroll to Finance Division for processing
	13 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>August</b>	20 <sup>th</sup> July 2026 to 5 <sup>th</sup> August 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	7 <sup>th</sup>	Update Masterfile based on Findings
	10 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	11 <sup>th</sup>	Forward Payroll to Finance Division for processing
	11 <sup>th</sup>	Release payfile to Cash Section
	14 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>September</b>	20 <sup>th</sup> August 2026 to 7 <sup>th</sup> September 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	8 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	9 <sup>th</sup>	Update Masterfile based on Findings
	10 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
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	14 <sup>th</sup>	Release payfile to Cash Section
	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>October</b>	18 <sup>th</sup> September 2026 to 5 <sup>th</sup> October 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)

	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	7 <sup>th</sup>	Update Masterfile based on Findings
	8 <sup>th</sup>	Generate and print payrolls, and hash totals (payfile)
	9 <sup>th</sup>	Forward Payroll to Finance Division for processing
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	15 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>
<b>November</b>	19 <sup>th</sup> October 2026 to 5 <sup>th</sup> November 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	6 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	9 <sup>th</sup>	Update Masterfile based on Findings
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	13 <sup>th</sup>	<b>15<sup>th</sup> Salary available on-line</b>
	30 <sup>th</sup>	<b>30<sup>th</sup> Salary available on-line</b>
<b>December</b>	20 <sup>th</sup> November 2026 to 4 <sup>th</sup> December 2026	Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs)
	7 <sup>th</sup>	Review Masterfile by AO V, Personnel and Chief, Administrative Division
	8 <sup>th</sup>	Update Masterfile based on Findings
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	31 <sup>st</sup>	<b>31<sup>st</sup> Salary available on-line</b>

2. The cut-off date for the submission of request for payroll action is every **5<sup>th</sup> day of the current month.**

3. All concerned personnel shall strictly follow the schedule to ensure the timely release of accurate salary and other benefits.

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

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

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

