



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.

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

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

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| | 6 th | Review Masterfile by AO V, Personnel and Chief, Administrative Division |
| | 7 th | Update Masterfile based on Findings |
| | 8 th | Generate and print payrolls, and hash totals (payfile) |
| | 9 th | Forward Payroll to Finance Division for processing |
| | 13 th | Release payfile to Cash Section |
| | 15 th | 15th Salary available on-line |
| | 31 st | 31st Salary available on-line |
| November | 19 th October 2026 to 5 th November 2026 | Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs) |
| | 6 th | Review Masterfile by AO V, Personnel and Chief, Administrative Division |
| | 9 th | Update Masterfile based on Findings |
| | 10 th | Generate and print payrolls, and hash totals (payfile) |
| | 11 th | Forward Payroll to Finance Division for processing |
| | 12 th | Release payfile to Cash Section |
| | 13 th | 15th Salary available on-line |
| | 30 th | 30th Salary available on-line |
| December | 20 th November 2026 to 4 th December 2026 | Act on the requests received from RO Personnel/Concerned Employee/Private Lending Institutions (PLIs)/Government Financial Institutions (GFIs) |
| | 7 th | Review Masterfile by AO V, Personnel and Chief, Administrative Division |
| | 8 th | Update Masterfile based on Findings |
| | 9 th | Generate and print payrolls, and hash totals (payfile) |
| | 10 th | Forward Payroll to Finance Division for processing |
| | 11 th | Release payfile to Cash Section |
| | 15 th | 15th Salary available on-line |
| | 31 st | 31st Salary available on-line |

- The cut-off date for the submission of request for payroll action is every **5th day of the current month.**
- All concerned personnel shall strictly follow the schedule to ensure the timely release of accurate salary and other benefits.
- Immediate and wide dissemination of and compliance with this Memorandum are desired.

RONALO K. FIRMO, CESO IV

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Officer-In-Charge

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