



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

January 19, 2026

REGIONAL MEMORANDUM

AD-2026- **96**

**MONITORING OF THE PAYROLL PROCESSING AND PROVISION OF
TECHNICAL ASSISTANCE TO THE SCHOOLS DIVISION OFFICE
AND IMPLEMENTING UNITS**

To: Schools Division Superintendents
School Heads of Implementing Units
All Others Concerned

1. To ensure compliance with existing guidelines and policies on payroll processing and the Terms and Conditions of the APDS Accreditation (TCAA), this Office, through the Administrative Division, shall conduct monitoring activities and provide technical assistance to the Schools Division Offices and Implementing Units that operate their own payroll systems.
2. The activity shall be conducted in coordination with the General Administrative Unit of the concerned Schools Division Office. Attached is the schedule of the monitoring activities for reference.
3. The monitoring team shall be composed of personnel from the Administrative and Finance Divisions of the Regional Office together with representatives from the SDO Administrative Service as designated by the Schools Division Superintendent.
4. Transportation, board and lodging and other incidental expenses incurred by the monitoring team shall be charged against their respective MOOE/local fund, subject to existing accounting and auditing rules and regulations.
5. Immediate 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

Enclosures: None
References: None

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

IMPLEMENTING UNITS MONITORING PAYROLL PROCESSING TCAA

AD-EEC



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Annex A
AD-2026-

**SCHEDULE OF MONITORING AND PROVISION OF TECHNICAL ASSISTANCE
TO SDOs and IUs ON PAYROLL PROCESSING**

SDO	SCHOOL	SCHEDULE
Leyte	Burauen CNHS Dulag NHS Carigara NHS Merida Vocational School Hilongos NVS Bato SOF LAIS Dr. Geronimo Zaldivar NHS	February 18-20, 26-27, 2026
Northern Samar	Gala VHS Mapanas AIS	March 25-26, 2026
Ormoc City	Ipil NHS Ormoc City NHS	April 23, 2026
Samar	Basey NHS VCYMAS Tarangnan NHS Sta. Margarita NHS	May 20-22, 2026
Southern Leyte	Pintuyan NVHS Silago NVHS Villa Jacinta NVHS	May 27-29, 2026