



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

June 16, 2026

**REGIONAL MEMORANDUM**

No. **740** s. 2026

**CREATION OF AN INFORMATION TECHNOLOGY (IT) GROUP FOR THE  
ENHANCEMENT OF THE EXISTING PAYROLL SYSTEM**

To: Schools Division Superintendents  
Division Information Technology Officers

1. This Office, through the Information and Communications Technology Unit, announces the creation of an Information Technology (IT) group for the enhancement of the existing payroll system.

2. The IT Group shall:

- assess the current conditions and limitations of the existing payroll system;
- develop and implement enhancements to improve system performance and reliability;
- ensure accuracy, efficiency, and security in payroll processing;
- improve data security and access control mechanisms;
- conduct regular system testing and performance monitoring;
- provide technical support and maintenance for payroll-related operations;
- recommend modernization strategies and future system upgrades;
- establish proper documentation, backup, and data recovery procedures; and
- recommend long-term IT solutions for payroll modernization.

3. The IT Group shall be composed of personnel with relevant technical expertise and administrative support, namely:

Name	Primary Responsibilities
Jim Albert Lagado	Overall supervision, planning, coordination, and reporting
Domingo Payod Jr Roderick Abellar	Assessment of payroll workflows and system requirements
Christian Paul Abuda Gary Ballon	System enhancement, coding, debugging, and testing
Joel Quilantang Rene Andujar Rolando Lucenecio Jr.	Database management, backup, and security

4. The IT Group is expected to deliver the following:  
a. enhanced and updated payroll system;



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- b. improved payroll processing time and accuracy;
- c. reduced manual intervention and operational errors;
- d. secured and organized payroll database;
- e. updated technical and user documentation, and
- f. backup and disaster recovery procedures.

5. Immediate dissemination of and compliance with this Memorandum are desired.

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**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director *fw*

Enclosures: n/a

References: n/a

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

**INFORMATION TECHNOLOGY**

ORD-ICTU-JAL

