



July 20, 2026

REGIONAL MEMORANDUM

ORD-2026- 916

**AUTHORITY TO RENDER OVERTIME SERVICES WITH PAY FOR THE
DEVELOPMENT OF THE NEW PAYROLL SYSTEM WITH HUMAN
RESOURCE INFORMATION SYSTEM MODULES**

To: Regional Office ICT Unit
Schools Division Superintendents } Calbayog City
 } Northern Samar
 } Samar
Assistant Schools Division Superintendent } Southern Leyte

1. This Office, through the Information and Communications Technology Unit and in consultation with the Commission on Audit, shall develop a new payroll system with human resource information system modules.

2. The following personnel shall take charge of the systems development:

NO.	NAME	POSITION	OFFICE
1	Jim Albert Lagado	ITO	Regional Office
2	Gary Ballon	ITO	DepEd Calbayog City
3	Drixel Idol Ortega	ADAS III	DepEd Calbayog City
4	Rolando Lucenecio Jr	ITO	DepEd Northern Samar
5	Christian Paul Abuda	ITO	DepEd Samar
6	Joel Quilantang	ITO	DepEd Southern Leyte

3. Considering that these personnel attend to routinary tasks and activities during regular office hours, they shall be allowed to render overtime services with pay, charged to respective local funds and/or program support funds, subject to existing policies and procedures, to undertake the following activities:

ACTIVITY	TIMELINE
Phase 2 – System Analysis and Design	July 13 - 26, 2026
Database Design and Data Architecture	July 13 - 19, 2026
User Interface (UI) and User Experience (UX) Design	July 13 - 19, 2026
System Architecture Design	July 13 - 19, 2026

ACTIVITY	TIMELINE
Preparation of System Design Overview	July 20 - 21, 2026
Presentation of System Design Overview to Process Owners	July 22, 2026
Integration of Process Owners' Recommendations	July 23 - 24, 2026
Finalization and Approval of System Design Documents	July 25 - 26, 2026
Phase 3 – Technology Validation and Infrastructure Preparation	July 27 - August 2, 2026
Testing and Evaluation of Technologies to be Used	July 27 - 28, 2026
Hardware and Server Capacity Testing	July 29 - 30, 2026
Network and Connectivity Assessment	July 31, 2026
Security Framework Planning	August 1, 2026
Development Environment Setup	August 2, 2026
Phase 4 – System Development	August 3 - 30, 2026
Front-End Development	August 3 - 23, 2026
Back-End Development	August 3 - 23, 2026
API Development and Integration	August 3 - 23, 2026
User Interface Implementation	August 3 - 23, 2026
Module Development (Payroll and Other Necessary Modules)	August 3 - 23, 2026
Integration of Modules	August 24 - 30, 2026
Front-End Testing	August 24 - 30, 2026
Back-End Testing	August 24 - 30, 2026

ACTIVITY	TIMELINE
Unit Testing	August 24 - 30, 2026
Phase 5 – Initial Review and Refinement	August 31 - September 13, 2026
Presentation of Initial System to Process Owners	August 31, 2026
Collection of Comments, Findings, and Recommendations	September 1 - 3, 2026
System Refinements and Enhancements	September 4 - 6, 2026
Integration Testing	September 7 - 9, 2026
Business Rule Validation	September 10 - 13, 2026
Phase 6 – Quality Assurance and Security Testing	September 14 - 21, 2026
Heavy/System-Wide Testing	September 14 - 20, 2026
Performance and Load Testing	September 14 - 20, 2026
Data Integrity Testing	September 14 - 20, 2026
Penetration Testing and Security Assessment	September 14 - 20, 2026
Vulnerability Remediation	September 14 - 20, 2026
Presentation of Heavy Testing Results	September 21, 2026
Approval for User Acceptance Testing	September 21, 2026
Phase 7 – Data Migration and User Acceptance Testing	September 22 - 30, 2026

ACTIVITY	TIMELINE
Data Cleansing and Validation	September 23 - 24, 2026
Data Migration Planning	September 25 - 26, 2026
Test Data Migration	September 27 - 28, 2026
User Acceptance Testing (UAT)	September 27 - 28, 2026
Resolution of UAT Findings	September 29, 2026
Final Acceptance by Process Owners	September 30, 2026

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

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

Enclosures: n/a

References: n/a

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

INFORMATION TECHNOLOGY

ORD-ICTU-JAL

