



Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)

Tel. Nos. (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);  
(035) 225-1622 (Promotional Section/EPSS); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

November 14, 2017

MEMORANDUM TO:

**MS. NOEMI J. BUCO**  
*Administrative Officer II*  
Siaton National High School  
(Thru the School Principal)

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**MS. MAYETTE S. REYES**  
AO II

This Office

Please be informed of your attendance to the Orientation on the Implementation of Payroll Process Pursuant to DepED Order No. 38 and 49, s. 2017 on December 4-6, 2017 in Iloilo City.

Travelling/transportation and other incidental expenses incurred during your attendance shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Enclosed is Regional Memorandum No. 0816, s. 2017 dated November 03, 2017, for details.

For your guidance and compliance.

**SALUSTIANO T. JIMENEZ, LI.B., CESO VI**  
Schools Division Superintendent  
OIC-Office of the Asst. Regional Director



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



Regional Memorandum  
No. 0816, s. 2017

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**ORIENTATION ON THE IMPLEMENTATION OF PAYROLL PROCESS PURSUANT TO  
DEPED ORDER NOS. 38 AND 49, S. 20017**

**To: Schools Division Superintendents  
All Others Concerned**

Enclosed is a communication from Victoria L. Medrana Catibog, Undersecretary, Finance-Disbursements and Accounting, Department of Education, Central Office relative to the forthcoming workshops on the Orientation on the Implementation of Payroll Process pursuant to DepEd Order Nos. 38 and 49, s. 2017.

Please see attached memorandum for the scheduled dates and venue.

Immediate dissemination of this Memorandum is desired.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph. D., CESO V  
Director III  
Officer-in-Charge

JAJ/vvj/Arlene

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**"EFA 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"**



Republic of the Philippines  
Department of Education



Department of Education  
Region VII, Central Visayas

RD2017-3413

Office of the Undersecretary  
Finance - Disbursements and Accounting

October 25, 2017

URGENT

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

ATTENTION : Schools Division Superintendent

FROM : *Victoria L. Medrana Catibog*  
VICTORIA L. MEDRANA CATIBOG  
Undersecretary  
Finance-Disbursements and Accounting

SUBJECT : ORIENTATION ON THE IMPLEMENTATION OF PAYROLL  
PROCESS PURSUANT TO DEPED ORDER NOS. 38 AND 49,  
S. 2017

Please be informed of the forthcoming workshops regarding the Orientation on the Implementation of Payroll Process pursuant to DepEd Order Nos. 38 and 49, s. 2017, entitled "Further Clarifications to DepEd Order Nos. 12 and 27, s. 2017 (Implementation of P4,000.00 Net Take Home Pay for Department of Education Personnel)" and "Revised Guidelines on Accreditation and Re-accreditation of Private Lending Institutions Under the Automatic Payroll Deduction System Program," respectively, to be held this 2017 4th Quarter in six (6) batches, as follows:

Batch	Regions	Scheduled Dates (2017)*	Venue
1	I, II, and CAR	November 6 to 8	Baguio City (to be announced (TBA))
2	III and NCR	November 8 to 10	Baguio City (TBA)
3	IX, X and XIII	November 20 to 22	General Santos City (TBA)
4	XI and XII	November 22 to 24	General Santos City (TBA)
5	VI, VII and VIII	December 4 to 6	Iloilo City (TBA)
6	IV-A, IV-B and V	December 6 to 8	Pampanga (TBA)

The workshop aims to orient the participants with:

1. The Revised Automatic Payroll Deduction System (APDS) Guidelines as stipulated in DepEd Order No. 49;

2. The Current Payroll Process Flow in the Regional and Schools Division Offices and fiscally autonomous schools; and
3. Standard Payroll Process Flow, especially on payroll deductions following DepEd Order Nos. 38 and 49, s. 2017.

In this regard, kindly allow the following officers/personnel to attend the workshop as per the abovementioned schedules:

- a. Three (3) Representatives from the Regional Office Proper (ROP):
  - The Chief Administrative Officer of either the Finance or Administrative Division, whichever is currently in-charge of payroll processing/services;
  - The Head of the Regional Payroll Services Unit; and
  - The Designated GSIS Authorized Agency Officer (AAO) of the ROP.
- ✓ b. Two (2) Representatives from each Schools Division Office:
  - The Designated GSIS AAO; and
  - One (1) staff handling payroll processing.

Please e-mail the names, positions, contact numbers and e-mail addresses of the participants to [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph), using the e-mail subject, "Participants for the Orientation on the Implementation of Payroll Process". For any question/clarification, you may contact Ms. Marietta E. Subido, Administrative Officer II, Employee Account Management Division, Finance Disbursements and Accounting, at telephone numbers: (02) 633-7248/638-8640.

Travelling and other incidental expenses of the regional and schools division participants shall be charged to their respective local funds, while the accommodation, meals and snacks during the workshops shall be charged to FY 2017 HRTD Funds of the DepEd Central Office, subject to the usual government accounting and auditing rules and regulations.

For compliance. Thank you.

  
**VICTORIA L. MEDRANA CATIBOG**  
*Undersecretary*

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