



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

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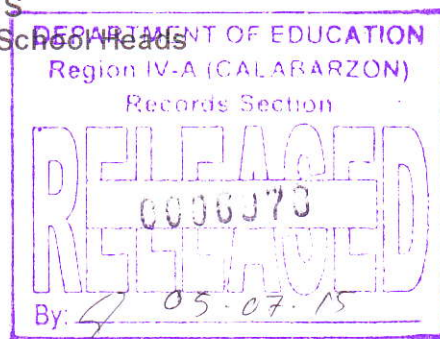


TO: SCHOOLS DIVISION SUPERINTENDENTS  
Attention: Division HRMOs/Secondary School Heads

FROM: DIOSDADO M. SAN ANTONIO  
Director IV

SUBJECT: REVIEW OF PAYROLL REGISTER

DATE: April 29, 2015



To further enhance the current system on the preparation of payroll under the RPSU, please be informed that starting May 2015 after the printing of payroll, the Master File shall be downloaded to Schools Division Offices (for Insular Elementary and Secondary Non-IUs) and Secondary Implementing Units (IUs) for review by the Division HRMOs and School Heads, respectively to determine those employees who will be deleted for the following Month due to retirement, resignation, transfer, on leave without pay (*one month or more*) and deceased.

The use of e-Form 7 is hereby emphasized for absences less than a month, which shall be reviewed first by the Division HRMO before submission to the regional office.

The Master File shall be returned to the Regional Office after five (5) working days for provinces and three (3) days for city divisions and secondary IUs, certified correct by the Schools Division Superintendent and School Head, respectively.

Please be guided accordingly.

