



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

No. 069 s, 2016

0003884

TO : Schools Division Superintendents
Heads, Secondary Schools/Implementing Units

Attention: SDO Accountants; Cashiers and IUs Accountant; and Senior Bookkeepers

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : SUBMISSION OF MONTHLY COPY OF PAYROLL FUND TRANSFER FOR NET PAY, DEDUCTIONS AND RLIP (HARD COPY)

DATE : March 11, 2016

To comply with the timely, complete and accurate submission of reports to our oversight agencies, effective immediately the following procedures shall be strictly observed:

- 1) Copy of payroll transfer deposit slip/LDDAP-ADA shall be submitted by the Disbursing Officer of the Secondary School Implementing Unit to the SDO Cashier on or before the 25th day of the month.
- 2) The SDO Cashier then compiles and prepares a transmittal letter indicating the detailed report of the SDO and all secondary schools implementing unit's fund transfers, with hard copies of deposit slip LDDAP-ADA and submit them to the **Regional Office Finance Division** on or before 5th day of the following month.

For compliance.

