



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**

No. 022, s. 2017

7965

1-13-17 ephraim

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS, FISCALLY AUTONOMOUS SECONDARY SCHOOLS

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

**SUBJECT :** SUBMISSION OF PAYROLL DATABASE OF DEPED EMPLOYEES

**DATE :** January 10, 2017

Attached is DepEd MEMORANDUM signed by **USec VICTORIA M. CATIBOG**, Finance – Disbursement and Accounting, re: **SUBMISSION OF PAYROLL DATABASE OF DEPED EMPLOYEES**.

Attention is invited to **Paragraph No. 3** hereof.

Kindly request the concerned implementing units to submit thru email directly to Ms. Roma Kristine M. Asuncion and Ms. Czarina C. Besares, per paragraph No. 4.

For strict compliance.

/liza.regional.memorandum





# Republic of the Philippines Department of Education

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Office of the Undersecretary for Finance -  
Disbursements and Accounting

December 27, 2016

DepEd Region IV-A DIRECTOR'S OFFICE	
RECEIVED JAN 04 2017	
By: <i>W. Lina</i>	Time: <i>10:35</i>

DepEd MEMORANDUM  
DM-FA-2016- \_\_\_\_ (EAMD)

**FOR :** The REGIONAL DIRECTORS  
DepEd Regional Office Nos. I to XIII, CAR and NCR

**ATTENTION :** The Heads, Regional Payroll Services Units  
Schools Division Superintendents  
School Heads, Fiscally Autonomous Secondary Schools

**FROM :** *Victoria M. Catibog*  
Undersecretary VICTORIA M. CATIBOG  
Finance - Disbursements and Accounting

**SUBJECT :** SUBMISSION OF PAYROLL DATABASE OF DEPED EMPLOYEES

1. The Bangko Sentral ng Pilipinas (BSP), through its representatives from the Department of Economic Research, informed this Office that it intends to perform an in-depth research on the credit profile of DepEd employees, primarily teachers, to be able to formulate financially-inclusive policies appropriate for the Philippine teacher salary loans market.
2. The collaboration of DepEd, by providing data to BSP, is needed for the said research. In this regard, kindly submit to the Employee Account Management Division (EAMD), this Office, the following database files used for the payrolls generated for each of the payroll months from January to December 2016 (converted to MS Excel files) in your respective jurisdictions:
  - MASTFILE** - Records of DepEd employees in the payroll database
  - DEDFILE** - Records of deductions from the payroll of DepEd employees
3. For the implementing units using different database files for their payroll, kindly require the submission of the masterlists of employees and the payrolls (in MS Excel format) used for the said period, equivalent to the abovementioned files, containing similar relevant information.
4. Kindly send the abovementioned files thru e-mail to Ms. Roma Kristine M. Asuncion and Ms. Czarina C. Besares, EAMD, at e-mail addresses roma.asuncion@deped.gov.ph and czarina.besares@deped.gov.ph, respectively, on or before **January 15, 2016**, and use the following format for the subject of your e-mail submission: "**<Region Name> - MASTFILE/DEDFILE - <Month/s> 2016**". Rest assured that this Office shall treat all records you submit **with utmost confidentiality** for the purposes of the said research.
5. For immediate compliance. Thank you.