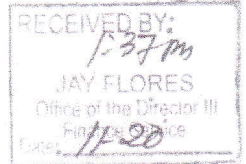


Republic of the Philippines  
**Department of Education**



Office of the Director IV  
Finance Service

November 20, 2017

**ADVISORY**

**TO ALL PARTICIPANTS OF THE ORIENTATION ON IMPLEMENTATION OF PAYROLL PROCESS PURSUANT TO DEPED ORDER NOS. 38 (55) AND 49, S. 2017, TO BE HELD FROM DECEMBER 6 TO 8, 2017 (BATCH 6 – REGIONS IV-A, IV-B, AND V)**

Please be advised of the following:

1. The **venue** of the above mentioned orientation has been *changed*, as follows:

From: Pampanga (TBA)

To: **Lima Park Hotel**, Lima Technology Center, Malvar, Batangas

2. Please take note of the following timetable:

Period of Activity	Check In	First Meal to be Served	Check Out	Last Meal to be Served
Day 0: December 6 (PM)	Day 0, 2:00 PM	PM Snack	Day 2, 12:00 NN	Early Lunch (11:00 AM)
Day 1: December 7				
Day 2: December 8 (AM)				

3. The activity proper will start at 3:00 PM, immediately after check in on Day 0, and will end on Day 2 at 11:00 AM.
4. For confirmation of participants and room accommodation, you are hereby requested to coordinate on or before November 24, 2017 with Ms. Marietta E. Subido, Administrative Officer II, and/or Mr. Jayson H. Monis, Administrative Staff (EAMD), through email address [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph), landline telephone numbers (02) 638-8640 and 633-7248, and mobile number 0907-938-9633. All confirmed participants shall be billeted accordingly, hence, any changes/corrections thereof must be properly communicated with Ms. Subido; and
5. Please be prepared to present the current payroll process flow in your respective SDOs/ROPs. Also, please bring *one laptop per SDO and ROP* to facilitate the crafting of your outputs for the workshop, and for your use in certain workshop activities.

For your proper guidance. Thank you.

  
**ARMANDO C. RUIZ**  
Chief Administrative Officer  
Officer-In-Charge, Director IV - Finance Service