Regional Memorandum

SUBMISSION OF MONTHLY PAYROLL UPDATES

To: Schools Division Superintendents
    Principals/School Heads of Implementing Units
    All Others Concerned

1. In view of the implementation of twice-a-month release of salary of Deped personnel in this region, the submission of e-updates, deduction of Provident Fund loan, deactivation and re-activation of employee/s shall be on or before the third (3rd) day of each month, while e-Form7 shall be submitted every fifth (5th) day of each month.

2. This is to give the personnel in-charge in the Regional Payroll Services, an ample time for checking and validating the submitted payroll updates.

3. Moreover, this is also to allow the Schools Division Offices (SDOs) and Implementing Units (IUs) to re-validate and finalize the pre-MASTFILE provided by this office.

4. For your strict compliance.

[Signature]

FRANCIS CESAR B. BRINGAS
Regional Director