

Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



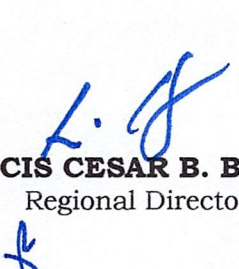
11 May 2022

**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.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph