



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



8 August 2022

**Regional Memorandum**

**SUBMISSION OF MONTHLY BILLING DOCUMENTS  
OF THE ACCREDITED PRIVATE LENDING  
INSTITUTIONS (PLIs)**

To **Accredited Private Lending Institutions**  
**All Others Concerned**

1. This refers to the implementation of twice-a-month release of salary of DepEd personnel in Region IV-A CALABARZON, pursuant to Memorandum OUF-2021-0703 dated October 27, 2021.
2. In view of the voluminous billings submitted monthly to the payroll services, **all accredited Private Lending Institutions (PLIs) are advised to submit their billings until the 30<sup>th</sup> day or the last working day of the current month** for inclusion in the next payroll month through the Automatic Payroll Deduction System (APDS), **effective immediately**.
3. This is to give ample time for the checking and validation of various billing documents submitted to this Office.
4. Any discrepancy or discrepancies found in the submitted billing documents (soft and hard copies) shall be returned immediately to the concerned PLI for correction to be returned before the set deadline, otherwise these will be re-billed on the succeeding payroll month.
5. The deadline for the submission of billings shall be strictly observed, and no extension shall be allowed.
6. Previous issuance which is contrary or inconsistent with the provisions of this memorandum is hereby repealed and/or modified accordingly.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Assistant Secretary  
Officer-in-Charge, Office of the  
Regional Director

Mo  
ps.msbo



**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