

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



Personnel-RM-2023-516

22 August 2023

Regional Memorandum
 No.516 s.2023

**TRAINING WORKSHOP ON THE PAYROLL PROCESSES,
 PROCEDURES, AND FOR THE DOWNLOADING
 OF PAYROLLS TO THE SCHOOLS
 DIVISION OFFICES (SDOs)**

**To Schools Division Superintendents
 All Others Concerned**

1. The Regional Office through the Administrative Services Division-Personnel Section shall conduct a training workshop on the payroll processes, procedures, in preparation for the downloading of payroll to the Schools Division Offices (SDOs) to be held at the NEAP Malvar, Batangas from September 19-20 for Batch 1, and September 26-27, 2023 for Batch 2.
2. The training workshop aims to:
 - a. Capacitate the concerned SDO personnel on the detailed process of payroll preparation up to the printing of payroll and payslip;
 - b. Ensure the readiness of the SDOs to assume said payroll functions before downloading;
 - c. Ensure the timely release of salaries of the DepEd personnel within their respective jurisdictions; and
 - d. resolve issues/concerns relative to the downloading of payroll in the SDOs.
3. Participants in this activity shall have actual knowledge and performance on the payroll processes. Expected participants in this training workshop are as follows:

Position/Designation	No. of Pax
Administrative Officer V (Administrative Group)	1
Administrative Officer IV (HRMO II)	1
Accountant III	1
Administrative Officer II (In-Charge of payroll)	1
Assigned Verifier/ Administrative Assistant III (Sr. Bookkeeper)	1
Total Number of Participants per SDO	5


4. Below is the schedule of attendance by cluster:

Batch	Schedule	SDO
1	September 19-20, 2023 (Tuesday-Wednesday)	Cavite Province Laguna Rizal Bacoor City Cavite City Dasmariñas City Imus city General Trias City Batangas City Lipa City Sto. Tomas City Tanauan City
2	September 26-27, 2023 (Tuesday-Wednesday)	Batangas Province Quezon Antipolo City Lucena City Tayabas City Biñan City Calamba City Cabuyao City San Pablo City San Pedro City Sta. Rosa City

5. A **registration fee of Three Thousand Pesos (P3,000.00)** per participant to cover payment for Board and Lodging and Training Materials as well as the Travelling and other incidental expenses shall be chargeable against local/MOOE fund, subject to the usual accounting and auditing rules and regulations.
6. The expected participants are requested to register through the link below with the following deadline:

Batch	Registration Deadline	Link
1	September 11, 2023 (Monday)	https://forms.gle/A4sMbvZLGWvGTLG8A
2	September 18, 2023 (Monday)	https://forms.gle/V8ZQk6vQ8t8pJh6N7

7. Attached is the indicative program of activities for reference.
8. Immediate dissemination of and compliance with this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

INDICATIVE PROGRAM OF ACTIVITIES**Batch 1 - September 19-20, 2023****Batch 2 - September 26-27, 2023**

DAY 1		
TIME	ACTIVITIES	PERSON INVOLVED
8:00 AM – 8:10 AM	Preliminaries (Introduction, Philippine National Anthem, Prayers, CALABARZON March and QPS)	Marivic F. Labay Lee Ann R. Sayasa (Moderator)
8:11 AM- 8:15 AM	Checking of Attendance	Maria Rojane C. Miranda
8:16 AM– 8:25 AM	Opening Remarks/ Inspirational Message	Atty. Alberto T. Escobarte, CESO II Regional Director
8:26 AM – 8:35 AM	Statement of Purpose	Ann Geralyn T. Pelias
8:36 AM – 9:30 AM	Personnel Actions on Payroll Matters a. Cycle of Compensation and Benefits	Maria Susana B. Oliveros
9:31 AM - 10:30 AM	b. Computation of Proportion and Vacation Pay /Overpayment	Warren T. Balaogan
10:31-10:40 AM AM BREAK (10 mins.)		
10:41 AM - 12:00 NN	c. Service Credit	Maria Susana B. Oliveros
12:01-1:00 PM LUNCH BREAK (1hr.)		
1:01 PM - 2:00 PM	Automatic Payroll Deduction System (APDS) Program a.1 APDS Policies a.2 Walk through TCAA	Ann Geralyn T. Pelias Maria Susana B. Oliveros
2:01-2:10 PM PM BREAK (10 mins.)		
2:11 PM – 3:30 PM	Readiness Assessment Tool for Downloading Payrolls	Warren T. Balaogan Danna Marie E. Alba Isagani D. Carlos Jr. Michelle R. Cabaltera
3:31 PM – 5:00 PM	Payroll Preparation Using FoxPro Program (Hands-on presentation)	Justene Christian M. Mata Warren T. Balaogan Melvin D. Punzalan

DAY 2		
8:00 AM – 8:10 AM	Preliminaries (Prayers and Energizers)	Marivic F. Labay Lee Ann R. Sayasa (Moderator)
8:11 AM - 8:40 AM	Management of Learning	Danna Marie E. Alba
8:41 AM - 10:00 AM	Cont'n.: Payroll Preparation Using FoxPro Program (Hands-on presentation)	Justene Christian M. Mata Warren T. Balaogan Melvin D. Punzalan
10:01-10:10 AM BREAK (10 mins.)		
10:11 AM - 12:00 NN	Obligation and Pre-Audit Process	Jeremiah V. Trinidad Sheena Mae O. Rembulat
12:01-1:00PM LUNCH BREAK (1hr.)		
1:01 PM - 4:50 PM	Simulation Process: Payroll preparation up to the printing of payroll and payslip	Justene Christian M. Mata Warren T. Balaogan Danna Marie E. Alba Isagani D. Carlos, Jr. Michelle R. Cabaltera
	Other Issues and Concerns	Moderator and all concerned Administrative Officials and Personnel
4:51 PM - 5:00 PM	Closing Remarks	OIC-ARD Loida N. Nidea