



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



Personnel-RA-2024-48

Advisory No. 2024-48
April 1, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

**IMPLEMENTATION OF MEMORANDUM OUF-OUA-2024-001
ENTITLED "PRIORITIZATION OF DEDUCTIONS ON A
FIRST-IN-FIRST-SERVED BASIS FOR FY 2024 GAA**

Enclosed is a copy of an Advisory dated March 19, 2024 signed by **USec. ANNALYN M. SEVILLA**, Undersecretary for Finance, DepEd Central Office, Meralco Avenue, Pasig City, which is self-explanatory.

Attention is invited to paragraph nos. 2, 3 and 4 of said Advisory, which state:

"2. Please be reminded that the implementation of Memorandum OUF-OUA-2024-001 shall be applied prospectively from the month of February 2024. All deductions already incorporation in the payroll prior to the issuance of the said memorandum shall be continued accordingly.

3. All payroll processors are strictly reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel and underwent the proper verification process. Verification and assessment to be made by the Agency Authorized Officers (AAOs), verifiers, and loan endorsers are reminded that verification and assessment to be made shall be non-discretionary.

4. Government agencies and private entities are advised not to grant loans to DepEd personnel without proper verification that deductions for such obligations can be accommodated in the payroll. Moreover, the amount of monthly deductions to be included in the billing statements/notice to deduct to be submitted to DepEd must be the same as those approved by the DepEd verifier."

Issues and concerns on the implementation of the above mentioned policy may be reported through this link: <https://bit.ly/APDSPoliciesFeedback>.

For dissemination and proper guidance.

Incl.: As stated

08C/ROA/P1¹⁴



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Republic of the Philippines
Department of Education


OFFICE OF THE UNDERSECRETARY FOR FINANCE

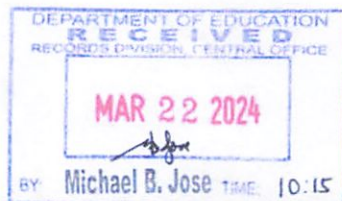
March 19, 2024

ADVISORY

- **All Concerned DepEd Personnel**
- **Private Entities Accredited under DepEd's Automatic Payroll Deduction System Program**
- **Government Agencies with DepEd Payroll Deductions**

1. This pertains to the implementation of Memorandum OUF-OUA-2024-001 entitled "Prioritization of Deductions on a First-In-First-Served Basis per FY 2024 General Appropriations Act".
2. Please be reminded that the implementation of Memorandum OUF-OUA-2024-001 shall be applied prospectively from the month of February 2024. All deductions already incorporated in the payroll prior to the issuance of the said memorandum shall be continued accordingly.
3. All payroll processors are strictly reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel and underwent the proper verification process. Verification and assessment to be made by the Agency Authorized Officers (AAOs), verifiers, and loan endorers are reminded that verification and assessment to be made shall be non-discretionary.
4. Government agencies and private entities are advised not to grant loans to DepEd personnel without proper verification that deductions for such obligations can be accommodated in the payroll. Moreover, the amount of monthly deductions to be included in the billing statements/notice to deduct to be submitted to DepEd must be the same as those approved by the DepEd verifier.
5. Everyone is encouraged to report issues and concerns on the implementation of the said policy through this link: <https://bit.ly/APDSPoliciesFeedback>.
6. For dissemination and proper guidance.


ANNALYN M. SEVILLA
Undersecretary



eamd/



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