

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



Personnel-RM-2024-827

15 November 2024

**Regional Memorandum**

**DOWNLOADING OF PAYROLL PREPARATION TO THE SCHOOLS  
DIVISION OFFICES (SDOs)**

To **Schools Division Superintendents**  
**All Others Concerned**

- In line with the Training Workshop on the Payroll Processes, Procedures, and for the Downloading of Payrolls to the Schools Division Offices (SDOs) conducted last September 19-20, 2023 (Batch 1) and September 26-27, 2023 (Batch 2) at the NEAP Malvar, Batangas, please be informed that the downloading of payroll preparation and printing to respective Schools Division Offices shall take effect on January 2025.
- Relative thereto, to effectively and efficiently manage the payroll preparation to the Schools Division Offices (SDOs), this Office through the Administrative Services Division-Personnel/Payroll Section shall conduct a dry-run on payroll preparation for the payroll month of December 2024 to be clustered as follows:

**Venue:** Bulwagan ng Karangalan, DepEd, Region IV-A CALABARZON, Cainta, Rizal

Cluster	Date	Concerned SDOs	Personnel In-charge in the Reg'l Payroll Services
1	November 25, 2024	Rizal Province Laguna Province Quezon Province Batangas Province Cavite Province Sto. Tomas City	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.
2	November 26, 2024	Lipa City Tanauan City San Pablo City Cabuyao City Calamba City Dasmariñas City	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.




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3	November 27, 2024	Biñan City Lucena City Tayabas City Bacoor City Batangas City Sta. Rosa City	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.
4	November 28, 2024	Cavite City Imus City San Pedro City Antipolo City General Trias City	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.

3. The expected SDO personnel who shall participate in the dry-run are the following:
  - 3.1 Administrative Officer V (Admin group);
  - 3.2 Administrative Officer IV (HRMO II);
  - 3.3 Administrative Officer II; and
  - 3.4 Two (2) personnel who will be assigned in the actual operations of the payroll processes
  
4. Furthermore, this Office shall continue to provide technical assistance and monitoring to all concerned SDO personnel during the transition period or until such time that they can independently perform the payroll processes. Moreover, assistance in payroll printing shall be extended to all concerned.
  
5. Transportation, food, and other incidental expenses relative to this activity shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
  
6. The expected SDO personnel to participate in the dry-run are requested to bring the following:
  - a. Desktop with **Windows 7 Operating System;**
  - b. Extension Cords; and
  - c. Universal Serial Bus (USB)
  
7. Immediate dissemination of and compliance with this Memorandum is desired.

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

No  
08C/ROA/P1