



Personnel-RM-2025-102

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

11 February 2025

Regional Memorandum

**CAPABILITY BUILDING ON THE DECONCENTRATION OF
PAYROLL PREPARATION TO THE SCHOOLS DIVISION
OFFICES (SDOs)**

To **Schools Division Superintendents**
Division Administrative Officers V (Admin & Finance Group)
Division Human Resource Management Officers IV
Division Accountants
All Others Concerned

1. In line with the Dry-Run on Payroll Preparation to the Schools Division Offices (SDOs) conducted last November 25-28, 2024 at the Bulwagan ng Karangalan, DepEd, Region IV-A CALABARZON, Cainta, Rizal, to effectively and efficiently manage the payroll preparation to the SDOs, this Office through the administrative Services Division-Personnel/Payroll Section shall conduct a Capability Building on the Deconcentration of Payroll Preparation from **March 18-21, 2025** to be held at the Bulwagan ng Karangalan, this Office. Please be informed that the payroll preparation and printing will be completely downloaded to respective Schools Division Offices (SDOs) **effective April 2025**.
2. The activity aims to:
 - a. Assess the competencies and expertise of SDO personnel in the comprehensive process of payroll preparation;
 - b. Ensure the correctness of the inputs in the payroll database; and
 - c. Ensure the timely release of salaries of the DepEd personnel within their respective jurisdiction.
3. The expected SDO personnel who shall participate in the activity are as follows:

Position/Designation	No. of Pax
Administrative Officer IV (HRMO II)	1
Accountant III	1
Administrative Officer II (In-charge of payroll)	1
Personnel who will be assigned in the actual operations of the payroll processes	2
Total number of Participants per SDO	5



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Website: depedcalabarzon.ph




Certificate No. PHP QMS
22 93 0085

4. Below is the schedule of attendance by cluster:

Venue: Bulwagan ng Karangalan, DepEd, Region IV-A CALABARZON, Cainta, Rizal			
Cluster	Date	Concerned SDOs	Trainers
1	March 18, 2025	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	March 19, 2025	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.
3	March 20, 2025	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	March 21, 2025	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.

5. Furthermore, this Office shall continue to provide technical assistance and monitoring to all concerned SDO personnel during the transition period. Moreover, assistance in payroll printing shall be extended to all concerned.
6. Food expenses relative to the conduct of this activity shall be charged to the regional office fund while transportation and other incidental expenses relative to this activity shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
7. The expected SDO personnel to participate in the validation are requested to bring the following:
- Desktop with **Windows 7, 32 bit Operating System;**
 - Extension Cords; and
 - Universal Serial Bus (USB)
8. For other concerns or queries, please coordinate with the Regional Payroll Services Unit thru their telephone no. 02-8682-2114 local# 488.
9. Immediate dissemination of and compliance with this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

INDICATIVE PROGRAM OF ACTIVITIES**CLUSTER 1 – March 18, 2025****CLUSTER 2 – March 19, 2025****CLUSTER 3 – March 20, 2025****CLUSTER 4 – March 21, 2025**

TIME	ACTIVITIES	PERSON INVOLVED
9:00 AM – 9:10 AM	Preliminaries (Introduction, Philippine National Anthem, Prayer, CALABARZON March and QPS)	Danna Marie E. Alba (Moderator)
9:11 AM – 9:15 AM	Checking of Attendance	Michelle R. Cabaltera
9:16 AM – 9:25 AM	Opening Remarks / Inspirational Message	Ann Geralyn T. Pelias
9:26 AM – 9:35 AM	Statement of Purpose	
9:36 AM – 10:30 AM	Ideal Timelines of the Payroll Process based on Memorandum OUF-2021-073 titled "Internal Guidelines on the Implementation of Twice-a-Month Release of Salary to the DepEd Personnel"	Warren T. Balaogan
10:31 – 10:40 AM	AM BREAK (10 mins.)	
10:41 AM to 11:15 AM	Updating of Payroll Deductions <ul style="list-style-type: none"> • GFIs (GSIS, Pag-ibig, and Landbank) • DepEd Provident Fund • APDS Accredited Entities 	Justene Christian M. Mata Warren T. Balaogan
11:15 AM – 12:00 NN	Accounting Process for Regular Salaries, Deductions and Service Fee	Jeremiah V. Trinidad
12:01 – 01:00 PM	LUNCH BREAK (1 hr.)	
1:01 PM – 1:45 PM	Continuation: Accounting Process for Regular Salaries, Deductions and Service Fee	Jeremiah V. Trinidad
1:46 PM – 2:30 PM	Module 1: Profiling Module 2: Payroll Deduction (PLIs & GFIs)	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.
02:31 – 02:40 PM	PM BREAK (10 mins.)	
2:41 PM to 4:20 PM	Continuation: Module 1: Profiling Module 2: Payroll Deduction (PLIs & GFIs)	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.
	Other Issues and Concerns	Moderator and all concerned Administrative Personnel
4:21 PM to 4:30	Closing Remarks	Maria Susana B. Oliveros