

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




Advisory No. 2025-60

April 15, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013

**SUBMISSION OF MONTHLY BILLINGS OF ACCREDITED
PRIVATE LENDING INSTITUTIONS (PLIs)
TO SCHOOLS DIVISION OFFICES (SDOs)**

1. In line with the Capability Building on the Deconcentration of Payroll Preparation to the Schools Division Offices (SDOs), and the Meeting with the Accredited Private Lending Institutions (PLIs) on the Deconcentration of Payroll Preparation to the Schools Division Offices (SDOs) conducted last March 18-21, 2025, and March 28, 2025 respectively, this is to reiterate that all **April 2025 billings shall be submitted directly to the concerned Schools Division Offices (SDOs), excluding the Secondary Schools-Implementing Units (SS-IUs).** Thus, April 2025 billings will be included in the May 2025 payroll.
2. Furthermore, all monthly billings of Secondary Schools-Implementing Units (SS-IUs) shall continue to be submitted to the Personnel Section-Payroll Services. Updates regarding the deconcentration of payroll preparation to the SS-IUs shall be announced in a separate issuance.
3. Consequently, all billings, requests for verification of loans, remittances, and other payroll-related concerns shall be processed by the respective SDOs.
4. Moreover, PLIs are advised to coordinate with the respective SDOs. The SDOs' directory can be accessed through **bit.ly/SDOHRMOIIDirectory**, which contains the following:
 - a. List of SDO Administrative Officer IV (HRMO II)
 - b. List of SDO Administrative Officer IV (Cashier II)
 - c. List of IUs
 - d. List of Accredited PLIs (to be filled out by the concerned PLI)
 - e. List of Depository Banks (to be filled out by the concerned PLI)
5. For other concerns or queries, please coordinate with the Payroll Services through telephone no. 02-8682-2114 local 488.
6. Please be guided accordingly.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Nb
08C/ROA/P



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