

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



Personnel-RM-2025-306

21 April 2025

**Regional Memorandum**

No.306 s.2025

**TRAINING WORKSHOP ON THE DECONCENTRATION  
OF PAYROLL PREPARATION TO THE SECONDARY  
SCHOOLS-IMPLEMENTING UNITS (SS-IUs)**

To **Schools Division Superintendents  
Secondary School Heads, Implementing Units  
All Others Concerned**

1. In line with the Training of Trainers on the Payroll Processes, Procedures and for the Downloading of Payrolls to Schools Division Offices (SDOs) conducted last May 22-26, 2023 at Pontefino Hotel, Batangas City, to effectively and efficiently manage the payroll preparation to the Implementing Units (IUs), **Schools Division Offices (SDOs) shall facilitate the conduct of Training Workshop on the Deconcentration of Payroll Preparation to the Implementing Units (IUs) by Clusters within May 2025.**
2. Clustered Schools Division Offices (SDOs) shall organize the essential documentation and resources needed for the upcoming training workshop, including logistics for venues and any applicable registration fees. Specific dates will be provided by cluster, with designated payroll personnel from the regional office assigned to assist and deliver technical support during the conduct of the workshop. Below is the schedule for reference:

Cluster	SDO	Designated Payroll Personnel	No. of SS-IUs	Dates
1	Rizal Province Antipolo City	Justene Christian M. Mata	51	May 6-7, 2025
2	Laguna Province Biñan City Calamba City Cabuyao City San Pedro City San Pablo City Sta. Rosa City	Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba Isagani D. Carlos Jr.	63	May 20-21, 2025
3	Cavite Province Bacoor City Cavite City Dasmariñas City Gen. Trias City Imus City		34	May 13-14, 2025

<b>4</b>	Batangas Province Batangas City Tanauan City Lipa City Sto. Tomas City	Justene Christian M. Mata Warren T. Balaogan Michelle R. Cabaltera Danna Marie E. Alba	<b>74</b>	May 27-28, 2025
<b>5</b>	Quezon Province Lucena City	Isagani D. Carlos Jr.	<b>51</b>	May 8-9, 2025

3. The training workshop aims to:

- Capacitate the concerned Implementing Unit personnel on the detailed process of payroll preparation up to the printing of payroll and payslips;
- Ensure the correctness of the inputs in the payroll database; and
- Ensure the timely release of salaries of the DepEd personnel within their respective jurisdiction.


4. The Secondary Schools-Implementing Unit personnel expected to participate in the activity are as follows:

<b>Position/Designation</b>	<b>No. of Pax</b>
Administrative Assistant III (Senior Bookkeeper)	1
Administrative Assistant II (Disbursing Officer)	1
<b>Total number of Participants per SDO</b>	<b>2</b>

- Furthermore, please be informed that **payroll preparation and printing will be fully deconcentrated to the Secondary Schools-Implementing Units (SS-IUs) effective June 2025.**
- Consequently, this Office will continue to provide technical assistance and monitoring to all concerned personnel during the transition period. Additionally, assistance with payroll printing will be extended to all concerned SS-IUs as needed.
- Incidental expenses relative to this activity shall be charged against respective local funds, subject to the usual accounting and auditing rules and regulations.
- The Secondary Schools-Implementing Unit personnel expected to participate in the training workshop are requested to review in advance the materials accessible through this link: [bit.ly/MaterialsTWOTDOPPTTIUs](http://bit.ly/MaterialsTWOTDOPPTTIUs). Please bring the following:
  - Laptop with installed **vDosPlus** (that can be installed through this link <http://vdosplus.org/files/vDosPlus-201511-setup.exe>);
  - Extension Cords; and
  - Universal Serial Bus (USB)

9. For other concerns or queries, please coordinate with the Regional Payroll Services through landline no. 02-8682-2114 local 488.
10. Immediate dissemination of and compliance with this Memorandum is desired.

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

  
OBC/ROA/P  
by 4/22/25  
4/22/25