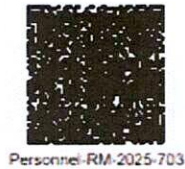




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




19 September 2025

**Regional Memorandum**  
**No. 703 s. 2025**

**REQUEST TO UPDATE THE AUTOMATIC PAYROLL  
DEDUCTION SYSTEM (APDS) VERIFIER'S LOG-IN  
CREDENTIALS**

To: **Schools Division Superintendents**  
**Division Human Resource Management Officers**  
**All Others Concerned**

1. Enclosed is a copy of the **Memorandum FSOD-2025-216** dated September 03, 2025 titled **"REQUEST TO UPDATE THE AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) VERIFIER'S LOG-IN CREDENTIALS,"** which is self-explanatory.
2. Attention is invited to the first and second paragraphs of the said memorandum, for information and guidance.
3. For the consolidated report on Updating of the Regional List of Verifier's Credentials per Schools Division Office, the template can be accessed through this shared link <https://tinyurl.com/2xddjz28>. The accomplished template shall be submitted on or before **September 19, 2025**.
4. For any concerns or clarifications, you may coordinate with the FS-EAMD at (+63)916-732-7205 or through email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).
5. Immediate dissemination of and compliance with this Memorandum is desired.

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

08C/ROA/P2  




Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085



ORD-UM01-2025-734

Republic of the Philippines  
**Department of Education**  
OFFICE OF DIRECTOR IV, FINANCE SERVICE

**MEMORANDUM**

**FSOD-2025-216**

September 03, 2025

**TO : ALL DEPED REGIONAL DIRECTORS  
ALL OTHERS CONCERNED**

**FROM : ARMANDO C. RUIZ**  
Director IV  
Finance Service

**SUBJECT : REQUEST TO UPDATE THE AUTOMATIC PAYROLL  
DEDUCTION SYSTEM (APDS) VERIFIER'S LOG-IN  
CREDENTIALS**

In view of the concerns raised regarding the **safety and security of verifiers**, the **Finance Service - Employee Account Management Division (FS-EAMD)**, under the **Automatic Payroll Deduction System (APDS)**, respectfully requests all Regional Offices to facilitate the **updating of log-in credentials** of their designated APDS Verifiers.

This measure is being undertaken to strengthen account security, protect verifiers' access, and ensure the integrity of APDS transactions.

For this purpose, Regional Offices are advised to accomplish the Regional List of Verifier's Credential using the **template provided in Annex A** of this Memorandum. The accomplished template shall be submitted to FS-EAMD **on or before September 19, 2025**. Moreover, any changes in the assigned verifier in the future shall be properly communicated to FS-EAMD for the necessary updating of the system.

For any concerns or clarifications, you may coordinate with the FS-EAMD at (+63)916-732-7205 or through email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

Your prompt compliance is highly appreciated.





Republic of the Philippines  
Department of Education

Annex A

REGIONAL LIST OF VERIFIER'S CREDENTIALS

Regional Office: \_\_\_\_\_

1	Regional Office Proper/Schools Division Office	First Name	Middle Name	Last Name	School Assignment	DepEd Email Address	Verifier's Email Address	Position	Contact No.
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

SIGNATURE ABOVE PRINTED NAME  
POSITION

SIGNATURE ABOVE PRINTED NAME  
REGIONAL OFFICE DIRECTOR