





Department of EducationREGION 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

- Enclosed is a copy of the Memorandum FSOD-2025-216 dated September 03, 2025 titled "REQUEST TO UPDATE THE AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) VERFIER'S LOG-IN CREDENTIALS," which is selfexplanatory.
- 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.
- 5. Immediate dissemination of and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

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08C/ROA/P2







Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph







Republic of the Philippines Devartment 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 UP

UPDATE THE

AUTOMATIC

PAYROLL

DEDUCTION

SYSTEM (A

(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.

Your prompt compliance is highly appreciated.





Address: Ground Floor Alonzo Bldg., DepEd Complex Meralco Avenue, Pasig City Telephone Nos.: (02) 8633-7231

Email Address: fs.od@deped.gov.ph



Republic of the Philippines Bepartment of Education

REGIONAL LIST OF VERIFIER'S CREDENTIALS

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Prepared by:

Reviewed by:

SIGNATURE ABOVE PRINTED NAME
POSITION

SIGNATURE ABOVE PRINTED NAME REGIONAL OFFICE DIRECTOR