



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



Personnel-RM-2025-816

28 October 2025

Regional Memorandum
No. 816, s. 2025

**ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES,
DEDUCTION CODES AND OTHER MATTERS
(CLUSTERS 1 TO 4)**

To **Schools Division Superintendents**
All Others Concerned

1. Enclosed is a copy of Memorandum FSOD-2025 dated October 20, 2025 signed by **Dir. ARMANDO C. RUIZ, Director IV, Finance Service**, DepEd Central Office, Meralco Avenue, Pasig City, titled "*Roll-Out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)*," which is self-explanatory.
2. Cluster 2, which covers **Regions IV-A, MIMAROPA, V and NCR**, is scheduled on **November 24-26, 2025**. The final venue shall be announced through a separate advisory.
3. **Each Schools Division Office (SDO)** may send at least **two (2) participants** designated as **Automatic Payroll Deduction System (APDS) Verifiers**.
4. To confirm attendance, kindly accomplish the **registration form on or before November 3, 2025** through this link: <https://tinyurl.com/Roll-out-Cluster-2>.
5. The Program of Activities is also attached for reference.
6. For immediate dissemination and strict compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incls.: As stated

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

MEMORANDUM
October 20, 2025
FSOD-2025- _____

FOR : Office of the Director IV, Bureau of Human Resource and Organizational Development (BHROD)
Office of the Director for Information and Communication Technology Service (ICTS)
All DepEd Regional Directors
All Schools Division Superintendents
Chief Administrative Officers of Administrative Unit
Heads of Regional Payroll Services Unit (RPSU)
Regional Information Technology Officers/Programmers
APDS Verifiers of Selected SDOs
All Others Concerned

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

SUBJECT : ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)

The Finance Service-Employee Account Management Division (FS-EAMD) through its Automatic Payroll Deduction System (APDS), hereby invites all designated verifiers to participate in the conduct of the *Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)* which will be held on the following schedule:

CLUSTER	REGIONS	DATE
1	I, II, III and CAR	November 23-25, 2025
2	IV-A, MIMAROPA, V and NCR	November 24-26, 2025
3	VI, VII, VIII and NIR	November 12-14, 2025
4	IX, X, XI, XII and CARAGA	November 19-21, 2025

The final venue shall be issued through a separate advisory.

This activity addresses reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.

Following the pilot testing conducted with the selected verifiers in Regions IV-A and NCR—and subsequent revisions based on its findings—this roll-out will present the enhanced NTHP verification system. The updated system incorporates additional improvements and inputs to ensure more accurate processing and full compliance with established payroll policies and procedures.

The Participants to this activity shall be those directly involved in the verifier's ledger process and will be assigned to train other verifiers in their respective regions and divisions, as follows:

- **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
 - a. APDS Verifier
 - b. RPSU Head or Staff
 - c. Information Technology (IT) Officers or Programmers
- **Each Schools Division Office (SDO) may send at least two (2) participants**, designated as APDS Verifiers.

Moreover, please be guided by the following details:

1. Please bring laptop, extension cord and documents/files such as:
 - a. Latest copy of their **Verifier's Ledger**;
 - b. Copy of the **updated list of active payees and corresponding deduction codes**; and
 - c. Other pertinent documents related to payroll verification and deductions.
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
2. Travel expenses shall be charged against the participant's local funds, subject to existing accounting, and auditing rules and regulations.
3. The first meal on Day 0 will be Dinner, and the last meal to be served is Lunch.

CLUSTER	DATE (DAY 0)
1	November 23, 2025
2	November 24, 2025
3	November 12, 2025
4	November 19, 2025

4. Travel Authority shall be prepared individually or per office, depending on the office's internal arrangements.
5. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and make necessary adjustments.

We highly appreciate your active participation in this initiative. Kindly confirm your attendance by completing the registration form on or before November 03, 2025 through the following link:

CLUSTER	REGIONS	LINK
1	I, II, III and CAR	https://tinyurl.com/Roll-out-Cluster-1
2	IV A, MIMAROPA, V and NCR	https://tinyurl.com/Roll-out-Cluster-2
3	VI, VII, VIII and NIR	https://tinyurl.com/Roll-out-Cluster-3
4	IX, X, XI, XII and CARAGA	https://tinyurl.com/Roll-out-Cluster-4

Attached is the Program of Activities for the said event.

For further inquiries, you may contact the EAMD at fs.eamd@deped.gov.ph, attention Ms. Gwyneth Salvador.

For immediate dissemination and appropriate action.

PROGRAM OF ACTIVITIES
FOR THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2) UPDATES,
DEDUCTION CODES AND OTHER MATTERS – CLUSTERS 1 TO 4

DAY 1:

TIME	TOPIC	DISCUSSION
8:30 am to 9:00 am	Opening Remarks	- Welcome remarks - Introduction of participants and facilitators. - Presentation of workshop objectives and agenda.
9:00 am to 10:30 am	Introduction to the APDS Verifier's Ledger and User Guide	- Overview of the current process and challenges addressed. - Purpose and goals of the verifier system - Verifier's Ledger User Guide.
10:30 am to 11:00 am	Hands-On Demo: Installation of APDS Verifier Ledger	- Determine which version of Windows is installed - Determine which version of Microsoft Office is installed - Installing Verifier's Ledger
11:00 am to 12:00 pm	Hands-On Demo: How to Use the APDS Verifier Ledger	- Navigation through the Verifier Ledger interface. - Highlight important rules
1:01 PM to 3:30 PM	Hands-On: Processing of sample verification requests	- Live walkthrough of the form - Examples of valid and invalid entries.
3:31 PM to 5:00 PM	Q&A and Feedback Session	- Discuss potential challenges - Open floor for questions, clarifications

DAY 2:

8:30 AM to 9:00 AM	Recap and Next Steps for Rollout	
9:01 AM to 10:00 AM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	- Verifier Duties and Responsibilities. - Verifier Restrictions and Sanction - Best practices
10:01 PM to 12:00 PM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	- Verifier Duties and Responsibilities. - Verifier Restrictions and Sanction - Best practices
12:01 PM-1:00 PM	Check-out to the Hotel	
1:01 PM to 1:30 PM	Common Issues & Support Channels	Discuss Common Issue and Support Concern
1:31 to 2:00 PM	Closing	Ways Forward