



January 13, 2020

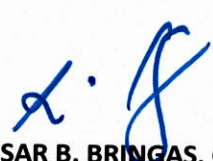
REGIONAL MEMORANDUM

No. 033, s. 2020

**SUBJECT: POLICY ON SUBMISSION OF REPORTS TO THE REGIONAL PAYROLL
SERVICES UNIT (RPSU)**

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
All concerned
This Region

1. Republic Act 10173 otherwise known as the Data Privacy Act of 2012 prohibits dissemination of personal information and sensitive personal information without the owner's consent.
2. The Department of Education Caraga Region in initiating safeguards and providing check and balance, avoid data breach and to ensure that reports to the Regional Payroll Services Unit (RPSU) were verified, accurate and validated by the head of the submitting office, hereby institute the following policy:
 - a. Reports for inclusion in the RPSU (NOSI, NOSA, etc.) emanating from the Schools Division Offices shall contain a transmittal duly verified by the AO V for Admin and signed by the Schools Division Superintendent or his/her representative;
 - b. Requests for inclusion and or claims shall as much as possible be complete to expedite its processing. Form 7 submitted online must bear electronic signatures of the HR, verified correct by the AO V for Admin and approved by the Schools Division Superintendent;
 - c. Only SDO duly designated liaison officers are authorized to claim, receive, carry and submit documents for the Schools Division Office concerned. Division Payroll Services Unit (DPSU) is under Administrative Section of the Division and not with the Accounting Unit.
3. Reports that do not conform to this memorandum shall not be accepted without prejudice of any disciplinary action against the personnel responsible thereto.
4. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer In-Charge
Office of the Regional Director

ASD/jbr
1/13/2020

2020-01-06/17

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