



February 3, 2020



**REGIONAL MEMORANDUM**

No. 086, s. 2020

**TWO-DAY ORIENTATION ON THE PILOT DOWNLOADING OF REGIONAL PAYROLL SERVICES  
UNIT (RPSU) PAYROLL SYSTEM AND IMPLEMENTATION OF UNIFORM PAYROLL SYSTEM TO  
DPSU PERSONNEL AND SELECTED EMPOWERED SCHOOLS**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION HRMOs/ACCOUNTANT/PAYROLL-IN-CHARGE  
This Region**

1. Pursuant to DepEd Order No. 30, 2. 2011 on the "Implementation of School-Based Payroll Preparation", the Regional Office shall transfer the payroll preparation and processing from the Regional Payroll Services Unit (RPSU) to the Schools Division Offices and Secondary Schools.
2. With this, the Regional Payroll Services Unit will conduct a two-day orientation on the Pilot Downloading of RPSU Payroll System on February 13-14, 2020 at NEAP-RELC2, DepEd Caraga Regional Office, Butuan City.
3. The Schools Division Offices identified for Pilot Downloading are Cabadbaran City, Butuan City and Surigao del Sur, however, **all Schools Division Offices** shall send three (3) participants – the Division Accountant, Division ARA Preparation Incharge and Division Payroll Preparation Incharge.
4. This is a live-out activity. A Registration Fee of One Thousand Four Hundred (P1,400.00) shall be charged to each participant to defray expenses for meals, snacks, venue and orientation materials. Travelling expenses, accommodation and registration fee of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Participants are directed to bring a copy of their approved Travel Authority which will be collected by the Secretariat upon registration. They are also requested to register at <http://deped.in/RPSUorientation> on or before February 10, 2020.
4. For your guidance and compliance.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Director III  
OIC, Office of the Regional Director

PER/srp  
02/05/2020



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