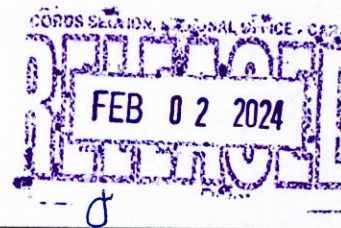




Republic of the Philippines
Department of Education
CARAGA REGION



February 02, 2024

REGIONAL MEMORANDUM

No. 0083, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DIVISION PAYROLL IN-CHARGE
This Region

ORIENTATION AMONG DIVISION PAYROLL IN-CHARGE ON THE
IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF SALARY TO DEPED
PERSONNEL

1. In compliance with the Regional Memorandum No. 0051 s. 2024 or the Implementation of Twice-A-Month Release of Salary to DepEd Personnel, the RPSU will conduct an orientation on February 6, 2024 at 8:00 am – 5:00 pm at Gold Hall, DepEd Caraga Regional Office, J. Rosales Ave., Butuan City.
2. Each Schools Division Office shall send two (2) participants particularly the payroll and remittance in-charge.
3. Travelling expenses, food and accommodation incurred by the participants are chargeable against the division local funds subject to the usual accounting and auditing rules and regulations.
4. For further clarifications on the conduct of this activity please contact RPSU, DepEd Caraga Regional Office through this email address, rpsu_caraga@deped.gov.ph.
5. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION

Director III

OIC – Regional Director

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO T. ESCOBARTE JR. CESO IV

Assistant Regional Director



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2024-02-01776

Doc. Ref. Code	RO-ASD-F069	Rev	00
Effectivity	02.01.23	Page	1 of 2

Encl/s.:Regional Memorandum No. 0051 s. 2024

Reference/s: Regional Memorandum No. 0051 s. 2024, Memorandum OUF-2021-0703

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

EMPLOYEES

PAYROLL

SALARY

ASD/rb
02/02/2024

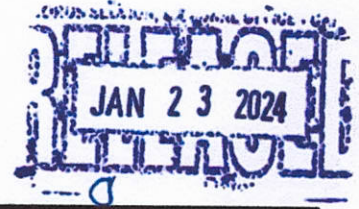


2024-02-01776

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2



Republic of the Philippines
Department of Education
CARAGA REGION



January 22, 2024

REGIONAL MEMORANDUM
NO. 0051 s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
DIVISION ADMINISTRATIVE OFFICERS V
DIVISION HRMOs, DIVISION PAYROLL-IN-CHARGE
This Region

**IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF SALARY
TO DEPED PERSONNEL**

1. In compliance with Memorandum OUF-2021-0703 entitled Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel, the field is hereby directed to implement the said salary release arrangement.

2. The guidelines below shall be observed by all DepEd Payroll Services Units in the preparation of monthly payroll effective February 2023 :

2.1 The release of salaries of teachers and employees on a twice-a-month basis shall be implemented using the existing FoxPro payroll program wherein the Net Take Home Pay (NTHP) shall be equally divided into two (2), except for the centavos which will be credited on the 30th day of the payroll month;

2.2 The Hash Totals to be submitted to the respective Government Servicing Banks (GSBs) shall likewise be split into two (2). All implementing units must inform their GSB counterparts in advance for this purpose;

2.3. **Schedule of salary release shall be every 15th and 30th day of the month** to provide ample time for the processing of Form 7 and other salaries/employee profile adjustments.

2.4 All implementing units in secondary schools, shall likewise implement the twice-a-month salary releases starting February 2024; and

2.5 Schedule of monthly remittances to BIR, Philhealth, GSIS, Pag-IBIG, Land Bank of the Philippines, DepEd Provident Fund, and other private entities shall remain the same.

4. Refer to the attached copy of Memorandum OUF-2021-0703 for the timeline of payroll processes for your guidance. However, payroll processors are not precluded



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2024-01-01152

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to adjust earlier the schedule per process, especially those SDOs with a large number of employees to be serviced, provided the release of salary every 15th and 30th day of the month shall be strictly followed.

5. For your guidance and compliance.


MARIA INES C. ASUNCION
Director III
Officer In Charge
Office of the Regional Director

Encls.: Memorandum OUF-2021-0703
Reference: Memorandum OUF-2021-0703
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

EMPLOYEES

PAYROLL

SALARY

ASD/srp
01/22/2024



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