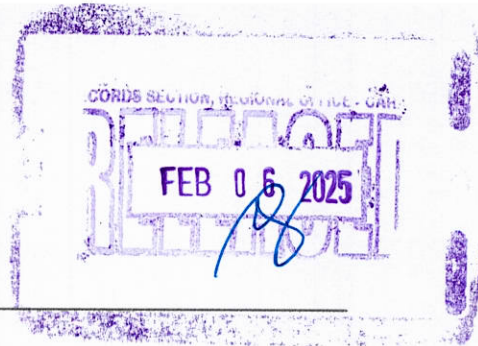




Republic of the Philippines
Department of Education
CARAGA REGION



FEB 06 2025

REGIONAL MEMORANDUM

No. 0122, s. 2025

To: Schools Division Superintendents
Administrative Officer V
Division Payroll In-Charge
All Others Concerned

**IMPLEMENTATION OF THE SECOND TRANCHE OF THE UPDATED SALARY
SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL**

1. In compliance with the National Budget Circular (NBC) No. 597, dated January 20, 2025, titled *Implementation of the Second Tranche of the Updated Salary Schedule for Civilian Government Personnel under Executive Order No. 64, s. 2024*, effective January 1, 2025, this Office hereby disseminates the enclosed **Instructions for the Preparation of January 2025 Salary Differential and February 2025 Payroll System Salary Adjustment**. This is to ensure a smooth transition to the new salary rates.
2. It is imperative that the Notice of Salary Adjustment for all employees is prepared before the implementation of the salary adjustment. To account for the January 2025 salary differential, a separate payroll shall be prepared and credited on or before February 28, 2025. The new salary rate shall take effect starting with the February 2025 payroll.
3. A program update for the FOXPRO Payroll System will be sent to the Division Payroll in-charge. All relevant personnel should be notified to ensure adherence with the updated procedures.
4. For your information, guidance and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated
Reference: EO 64, s. 2024, NBC 597
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

PROGRAMS

SALARY

ASD/rbb
02/04/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



INSTRUCTIONS FOR THE PREPARATION OF JANUARY 2025 SALARY
DIFFERENTIAL AND FEBRUARY 2025 PAYROLL SYSTEM SALARY ADJUSTMENT

1. In your Payroll System folder, delete all files with **.fxp** extension.
2. Create a new folder on your desktop.
3. Copy the zip file (salary increase 2025 - program update.zip). In the new folder that you have just created. Once copied, unzip.
4. Copy all the **.prg** & **.dbf** files (13 items) except the textfile (instruction) and paste the said (13) files in your payroll system folder.
5. Before running the "**DO SSL2025**", modify the structure of the mastfile.dbf and payfile.dbf.

Double click the FOXPRO

MODI STRUC (enter)

Select MASTFILE

Select NETPAY, NUMERIC, 10 2

SAVE. OVERWRITE (YES)

CLOSE ALL

MODI STRUC (enter)

Select PAYFILE

Select TAKEHOME, NUMERIC, 10 2

SAVE. OVERWRITE (YES)

CLOSE ALL

QUIT

6. Once you have modified the mastfile.dbf and payfile.dbf, navigate your Payroll System and run the command, "**DO SSL2025**"

NOTE: Please run the "**DO SSL2025**" only once so that the **EXBASIC** will not be the same with the **BASIC** in the MASTFILE. Exbasic refers to the old basic salary of the personnel.

7. Save the MASTFILE as an excel file and make a payroll for salary differential by getting the variance out of the **BASIC** and **EXBASIC**.