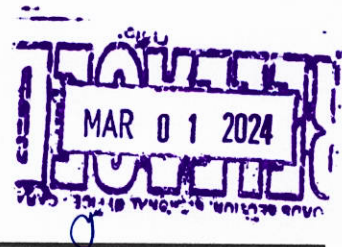




Republic of the Philippines
Department of Education
CARAGA REGION



February 29, 2024

REGIONAL MEMORANDUM

No. 0185, s. 2024

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

**IMPLEMENTATION ON THE ISSUANCE OF CERTIFICATE OF LAST PAYMENT
IN THE SCHOOLS DIVISION OFFICES**

1. This office hereby complies with the directives from the Central Office on the downloading of payroll preparation to the schools division offices. Thus, effective March 1, 2024, Friday, issuance of the CERTIFICATE OF LAST PAYMENT for separated (Resigned, Retired, Deceased) and transferred personnel in the SDOs will now be delegated to the Division Payroll Services Units (DPSU) and no longer in the Regional Payroll Services Unit (RPSU).
2. This memorandum is issued in accordance to the Unnumbered Memorandum from the Central Office on the Downloading of Payroll to the Schools Divisions Offices.
3. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
OIC – Regional Director

Encl/s.: NONE

Reference/s: Unnumbered Memorandum (Directives on the Downloading of Payroll Preparation to Schools Division Offices)

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

MEMORANDUM

PAYROLL

LAST PAYMENT

ASD/ngd
02/29/2024



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