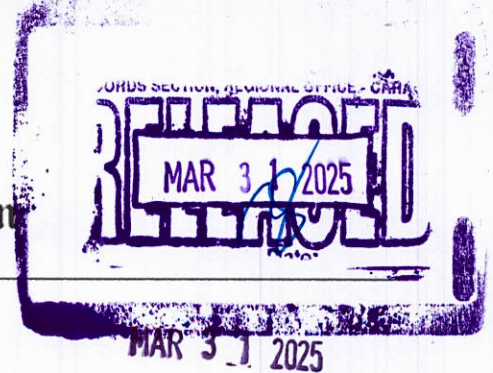




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0337**, s. 2025

To: Schools Division Superintendents
School Heads
Payroll-Incharge
All Others Concerned

REITERATION OF REGIONAL MEMORANDUM NO. 0051, S. 2024
ON THE IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF
SALARY TO DEPED PERSONNEL

1. This Office reiterates its strict adherence to Regional Memorandum No. 0051, s. 2024, entitled *Implementation of Twice-A-Month Release of Salary to DepEd Personnel*, emphasizing **that salary will be released on the 15th and 30th of each month. If these dates fall on a weekend or holiday, the salary shall be released on the last working day prior to 15th and 30th.**
2. The Regional Payroll Services Unit will continuously monitor the full implementation of Regional Memorandum No. 0051, s. 2024 across all schools division offices (SDOs), while the SDOs shall ensure compliance among their implementing units.
3. In emergency situations, such as force majeure or calamities that pose a risk to life, limb, or property, SDOs or implementing units may request an early release of salary, subject to the approval of the Regional Director. Any deviation from the prescribed salary release schedule without prior approval shall require a written explanation.
4. This Memorandum rescinds the salary release schedule indicated in Regional Memorandum No. 0190, s. 2024 known as the *Corrigendum and Addendum to RM 051, s. 2024*.
5. All concerned are directed to ensure immediate dissemination and strict compliance with this Memorandum.

MARIA INES C. ASUNCION
Regional Director



2025-03-05138

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Encl.: None

Reference: Memorandum OUF-2021-0703 Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel To be indicated in the Perpetual Index under the following subjects:

BENEFITS

EMPLOYEES

SALARY

ASD/rbb
03/20/2025