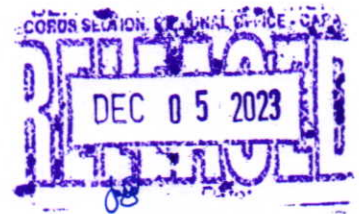




Republic of the Philippines
Department of Education
CARAGA REGION



December 04, 2023

REGIONAL MEMORANDUM

No. 1212, s. 2023

To: SCHOOLS DIVISION SUPERINDENTS
This Region

**HANDS-ON TRAINING ON THE PAYROLL PREPARATION AND OTHER
MATTERS RELATED TO PAYROLL PROCESSING**

1. This office hereby complies with the directives from the Central Office on the downloading of payroll preparation to the schools division offices. Thus, the conduct of hands-on training on the payroll preparation and other matters related to payroll processing among schools division offices' payroll-in-charge shall be done for the period December 7-15, 2023.
2. Participants from the schools division offices (except Butuan City and Cabadbaran City division) are expected to attend on the said training at RPSU, DepEd Caraga Regional Office, J. Rosales Avenue, Butuan City on the following schedule:

DATE	SCHOOLS DIVISION OFFICES
December 7, 2023	Siargao
	Bislig City
	Tandag City
December 11, 2023	Dinagat Islands
	Surigao City
	Bayugan City
December 12-13, 2023	Surigao del Sur
	Surigao del Norte
December 14-15, 2023	Agusan del Sur
	Agusan del Norte

3. Schools Division Superintendents will determine their number of participants to this training. They shall bring the necessary documents needed for payroll processing.

4. Travelling expenses, food and accommodation incurred by the participants are chargeable against the division funds subject to the usual accounting rules and regulations.
5. For any further clarifications on the conduct of this activity please contact Roselle Burdeos or Cindy Soberano through this email roselle.burdeos@deped.gov.ph and cindy.salubre01@deped.gov.ph.
6. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION

Director III
OIC – Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE JR. PHD, CESO V
Assistant 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

TRAINING

ASD/rb
12/04/2023