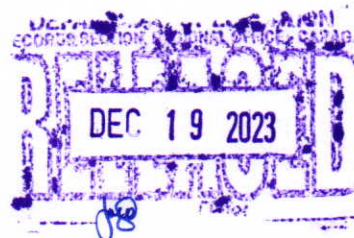




Republic of the Philippines
Department of Education
CARAGA REGION



December 15, 2023

REGIONAL ORDER
No. 005, s. 2023

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officer V-Admin Section
Administrative Office IV/HR
Payroll In-Charge
All Concerned
This Region

POLICY GUIDELINES ON PAYROLL PREPARATION DOWNLOADING TO SDO's

1. The Department of Education, Caraga Region in its thrust to bring closer its services to the teachers and employees, will be downloading the payroll preparation to the Schools Division Offices effective January 1, 2023. However, to ensure that the hard-earned salaries and benefits of teachers and employees will be accurately computed and timely prepared and released, the following parameters through this policy guidelines must be complied with and observed by the SDOs, to wit:
 - a. As a general rule, payroll computation and preparation must be handled by the personnel occupying the item (Administrative Officer II), an item specifically created for that purpose. That personnel must be a person with proven competence, integrity and probity to handle the payroll system, to safeguard that teacher and employee's salaries and benefits are free from misrepresentation, miscalculations and fraud, promoting transparency in the process. No person shall be assigned to handle the Division Payroll System, if such personnel, despite occupying the AO II item, has derogatory records, such as conviction of an administrative and/or criminal case, or has a pending civil, administrative or criminal case;
 - b. Payroll, being considered as the bread and butter of each DepEd personnel, Schools Division Superintendents shall ensure that proper checks and balance in the payroll operation shall be observed. To avoid grave abuse of discretion, the Division Payroll Services Unit (DPSU) shall be lodged at the Division Personnel Unit, subject to the close monitoring and supervision of the Administrative Officer V for Admin in the Schools Division level. All payroll inclusion, remittance reports, vouchers and other reports pertaining to payroll shall be prepared by the payroll in-charge to be countersigned by the HRMO/Administrative Officer IV and signed by the AO V for Admin before the same may be forwarded to the SDS for approval;



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2023-12-19411

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- c. The Regional Payroll Services Unit under the Administrative Services Division shall continue to monitor the compliance of the DPSU's to existing rules and regulations and may recommend disciplinary action if in the course of its monitoring, it is found that connivance, fraudulent schemes and other irregularities is committed to manipulate the payroll system to the prejudice of the teachers and employees;
- d. Verification of loans shall be applied without discrimination and must not be used as a tool to gain advantage, favoritism and influence over teachers and employees. Verifiers must maintain and observe the confidentiality of loan applicant's personal information and must not disclose this information or sensitive personal information to any third person. No HRMO or any other personnel shall be designated as loan verifiers, except those who are incumbent to the item created as verifiers or Administrative Assistant II/III. Verifiers must not use any information to humiliate, discriminate and degrade a loan applicant by reason that he/she has a minimal net take home pay of only Php5,000.00;
- e. SDOs must fully utilize the items created for the Schools Division Offices pursuant to DepEd Memorandum OUFDA-2019-005 dated January 31, 2019 entitled Deployment and Filling up of the 5,264 Newly Created Administrative Assistant II and III where all SDOs were allocated with five (5) items to handle the Division Payroll Unit, as follows:

2 item positions	Payroll
1 item position	Automatic Payroll Deduction System Verifiers
2 item positions	AAO and Electronic Remittance File Handler

- f. A report on the deployment and utilization of this items will be required to avoid misfit in the payroll operation and to align all position title and staffing complement in accordance with their respective Job Description and Key Result Areas (KRAs).
2. The Regional Payroll Services Unit in the Region will require submission of the following monthly reports from the DPSU payroll and verifier in charge:
 - a. Masterfile;
 - b. Pay file;
 - c. Excluded;
 - d. Included;
 - e. Dedfile;
 - f. List of newly hired with appointment date and date of inclusion in the system
(Step Increment, Promotion, etc. template provided); and
 - g. For verification (No. of loan applications approved and No. of Loan applications disapproved).
 3. Schools Division Superintendents are hereby directed to closely monitor the payroll operation in their respective Schools Division Offices to avoid commission of highly irregular practices that may result of depriving our teachers and employees of their salaries and benefits.



4. Immediate and widest dissemination of this Memorandum is desired.


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

Reference: DepEd Memorandum OUFDA-2019-005 dated January 31, 2019
Allotment: NONE

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

MEMORANDUM

OFFICIALS

PAYROLL

SALARY

ASD/jbr
12/15/2023



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Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____
LIST OF NEWLY INCLUDED PERSONNEL
FOR THE MONTH OF _____

Inclosure No. 1 to the Regional Memorandum No. ____, s. 2023

NO.	STATION	EMPLOYEE NUMBER	NAME (LAST	POSITION TITLE	BASIC	APPOINTMENT DATE	REMARKS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF NEWLY PROMOTED PERSONNEL DUE TO PROMOTION
FOR THE MONTH OF _____

Inclosure No. 2 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER	NAME (LAST NAME , FIRST NAME, MI)	POSITION TITLE, SALARY GRADE, AND STEP INCREMENT						BASIC SALARY		REMARK/S
				FROM			TO			FROM	TO	
				POSITION TITLE	SALARY GRADE	STEP	POSITION TITLE	SALARY GRADE	STEP			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF NEWLY PROMOTED PERSONNEL DUE TO STEP INCREMENT
FOR THE MONTH OF _____

Inclosure No. 3 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER	NAME (LAST NAME , FIRST NAME, MI)	POSITION TITLE	STEP INCEREMENR AND BASIC SALARY				REMARKS
					PREVIOUS		CURRENT		
					STEP	BASIC	STEP	BASIC	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF NEWLY NAME CHANGE PERSONNEL
FOR THE MONTH OF _____

Inclosure No. 4 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER	OLD NAME (LAST NAME , FIRST NAME, MI)	NEW NAME (LAST NAME , FIRST NAME, MI)	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF NEWLY TRANSFERRED PERSONNEL
FOR THE MONTH OF _____

Inclosure No. 5 to the Regional Memorandum No. _____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER	NAME (LAST NAME , FIRST NAME, MI)	STATION		REMARKS
				PREVIOUS	CURRENT	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PREPARED BY:

NOTED:

Payroll Incharge

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF DELETED PERSONNEL
FOR THE MONTH OF _____

Inclosure No. 6 to the Regional Memorandum No. ____, s. 2023

NO.	STATION	EMPLOYEE NUMBER	NAME (LAST NAME , FIRST NAME, MI)	STATION NAME	POSITION TITLE	REMARK/S
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF MANUALLY ADDED DEDUCTION
FOR THE MONTH OF _____

Inclosure No. 7 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER/BP NUMBER	NAME (LAST NAME , FIRST NAME, MI)	DEDUCTION CODE	DEDUCTION NAME	AMOUNT	REMARKS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF LAST PAYMENT ISSUED
FOR THE MONTH OF _____

Inclosure No. 8 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER	NAME (LAST NAME , FIRST NAME, MI)	DATE OF FILLING	EFFECTIVITY DATE OF RETIREMENT	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO



Republic of the Philippines
Department of Education
CARAGA REGION

DIVISION PAYROLL SERVICES UNIT

Division of _____

LIST OF MANUALLY DELETED DEDUCTION
FOR THE MONTH OF _____

Inclosure No. 9 to the Regional Memorandum No. ____, s. 2023

NO.	STATION CODE	EMPLOYEE NUMBER/BP Number	NAME LAST NAME , FIRST NAME, MI)			DEDUCTION CODE	DEDUCTION NAME	AMOUNT	REASON FOR DELETION	REMARKS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

PREPARED BY:

Payroll Incharge

NOTED:

AOV - Admin

Note: Countersign by the HRMO