



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 15, 2024

REGION MEMORANDUM  
AD-2024-011

**DEPED SOCCSKSARGEN REGION PAYROLL PREPARATION PROCESS**

To: Schools Division Superintendents  
Regional Office Personnel

1. To ensure monthly adjustment and timely processing of all mandatory and other deductions reflected in the payroll system compliant to the statutory and regulatory rules and regulations of the department, the following personnel shall be accountable to their specific areas of division, to wit:

<b>Name</b>	<b>Schools Division Office</b>	<b>Responsibilities</b>
<b>Edwin C. Parcon</b>	All Schools Division Offices	System Administrator/ Overall In-Charge
<b>Judith H. Dalgan</b>	All Schools Division Offices	Data Controller/In-charge of PSU documented information
<b>Christopher Jess B. Espero</b>	Sultan Kudarat & Tacurong City	Printing of draft and final Payroll PACSVAl Abstract of Remittances Pay Slip Maintains monthly back- up files (positive list)
<b>Ronnie C. Parcon</b>	Sarangani Province, General Santos City & Kidapawan City	Printing of draft and final Payroll PACSVAl Abstract of Remittances Pay Slip Maintains monthly back- up files (positive list)
<b>Samsudin M. Paraid</b>	Regional Office Proper	Printing of draft and final Payroll PACSVAl Abstract of Remittances Pay Slip Maintains monthly back- up files (positive list)



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telephone Nos.:** (083) 2288825/ (083) 2281893  
**Email Address:** region12@deped.gov.ph  
**Website:** depedroxii.org



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION

		Prepares and process of ORS/DVs for monthly salary Prepares and process ORS/DVs for remittances
<b>Reynaldo A. Sanchez</b>	Cotabato Province, South Cotabato & Koronadal City	Printing of draft and final Payroll PACSVAL Abstract of Remittances Pay Slip Maintains monthly back-up files (positive list)
<b>Nor-ain A. Upam</b>	Cotabato Province	Receives documents from Records Section for SDOs monthly inclusion and adjustment in the payroll Sort out Payroll, Pay slips and Remittances for SDOs copy Files documents used after monthly payroll adjustments
<b>Holidin A. Upam</b>	Sarangani Province	Receives documents from Records Section for SDOs monthly inclusion and adjustment in the payroll Sorts out Payroll, Pay slips and Remittances for SDOs copy Files documents used after monthly payroll adjustments

2. Relative to the accountabilities of the identified personnel, **all teaching and non-teaching personnel of this region** shall adhere to the requirements of the oversight agencies and government financial institutions particularly the changes of premium contributions with date of effectivity, as follows:

GFIs	DEDUCTION RATE		Effectivity
	From	To	
<b>PhilHealth Premium contribution</b>	4.5%	5%	January 01, 2024



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telephone Nos.:** (083) 2288825/ (083) 2281893  
**Email Address:** region12@deped.gov.ph  
**Website:** depedroxii.org



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

<b>Pag-ibig Monthly Membership Savings (mandatory and voluntary)</b>	Employee 1.0%	Employee 2.0%	February, 2024
<b>Loans and other financial obligations due to GSIS, HDMF, and/or PLIs</b> accredited with the <b>Department's APDS</b> shall be paid on a <b>First-In-First-Served (FIFS)</b> basis according to the order in which they were incurred.			

- All schools division offices are reminded to **strictly adhere** to the standard timelines on the submission of all **documentary requirements for the monthly adjustment** in the payroll system and the releasing time of all **documented information** relative to the payroll preparation process.
- See the following enclosures for details:**  
Enclosure A: Unnumbered DepEd Memorandum (December 22, 2023)  
Enclosure B: Pag-Ibig Fund Circular No. 460  
Enclosure C: Unnumbered DepEd Memorandum (January 12, 2024)
- For clarification and inquiries, feel free to contact **Judith H. Dalgan, Administrative Officer II** through **09554803334** or at [judith.dalgan@deped.gov.ph](mailto:judith.dalgan@deped.gov.ph).
- For dissemination, information and guidance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Enc.: As stated

Reference: As stated

Allotment: None

To be indicated in the Perpetual Index under the subject:  
HUMAN RESOURCE                      PAYROLL

EBA/AD-P/RM/DEPED SOCCSKSARGEN REGION PAYROLL PREPARATION PROCESS/007/February 15, 2024



**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal  
**Telephone Nos.:** (083) 2288825/ (083) 2281893  
**Email Address:** region12@deped.gov.ph  
**Website:** depedroxii.org