



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

March 12, 2024

REGION MEMORANDUM  
AD-2024-017

**DOWNLOADING OF PAYROLL PREPARATION, PROCESSES, PROCEDURES AND  
POLICIES TO THE SCHOOLS DIVISION OFFICES (SDOs)**

To: Schools Division Superintendents  
All Others Concerned

1. Pursuant to Republic Act No. 9155 titled “Governance of Basic Education Act of 2001,” the schools division office shall plan and manage the effective and efficient use of all personnel, physical and fiscal resources of the division, including professional staff development. Likewise, it is accountable in monitoring the utilization of funds provided by the national government and the local government units to the schools and learning centers.

2. Aligned with the MATATAG Agenda of the Department of Education particularly in giving support to teachers to teach better through decentralizing and rationalizing the policies, processes, and procedures of payroll preparation at the division office to ensure an efficient release of salaries and other benefits to the teaching and non-teaching personnel, this Office directs the downloading of Payroll Preparation and its Processes to the Schools Division Offices **effective 2<sup>nd</sup> quarter of 2024**.

3. This office shall provide an enabling mechanism for the division offices to ascertain human preparedness and to facilitate the seamless transition of preparation of payroll process based on the set criteria and standards.

4. To be eligible for the downloading of payroll, the Schools Division Office (SDO) must satisfy the following criteria:

4.1 Has assigned adequate and capable personnel to process payroll monthly based on the given composition below:

Particulars	Classification of Schools Division/ No. of Staff			
	Small	Medium	Large	Very Large
1. No. of Teaching Plantilla Items	750 and below	751 to 5,000	5,001 to 10,000	10,001 and above
2. Manpower:				
Team Leader (Administrative Officer)	1	1	1	1
Data Controller	1	1	1	2
Computer Operator	1	1	1 to 2	1 to 2
Administrative Support (Clerk)	1	1 to 2	1 to 2	1 to 3
<b>Total</b>	<b>4 (max.)</b>	<b>5 (max.)</b>	<b>6 (max.)</b>	<b>8 (max.)</b>



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The list of duties and responsibilities of each personnel is indicated in **Annex B** of this memorandum for ready reference and guidance.

4.2 With sufficient equipment that are in good running condition, to wit:

<b>Classification of Schools Division</b>	<b>Required Equipment</b>
Small	<ul style="list-style-type: none"><li>• At least one (1) laptop or desktop computer</li><li>• At least one (1) heavy duty printer or any appropriate printer</li></ul>
Medium	<ul style="list-style-type: none"><li>• At least two (2) laptops or desktop computers</li><li>• At least two (2) heavy duty or any appropriate printers</li></ul>
Large and Very Large	<ul style="list-style-type: none"><li>• At least four (4) laptops or desktop computers</li><li>• At least four (4) heavy duty or any appropriate printers</li></ul>

- 4.3 With available office space/room for the payroll preparation
- Four (4) square meters for every PSU personnel
  - A reception area of at least twenty (20) square meters; the reception area should be outside the PSU room
  - Secured storage room; minimum of 20 square meters. In excess of 20,000 teachers, an additional two (2) square meters per 5,000 teachers is required.
  - Airconditioned room

5. To further ensure a smooth transition of the process, the Regional Validation Team is hereby created and shall be composed of the following personnel:

<b>Name</b>	<b>Designation</b>	<b>Position</b>
Carlito D. Rocafort	Director IV	<i>Chairman</i>
Kathrine H. Lotilla	OIC – ARD	<i>Vice-Chair</i>
Ma. Lourdes A. Sanchez	Chief, Finance Division	<i>Member</i>
Joseph Russel M. Farnazo	SAO-OIC – CAO, AD	<i>Member</i>
Emily F. Enolpe	OIC – CES, HRDD	<i>Member</i>
Maria Jeanette N. Delima	SAO, Finance Division	<i>Member</i>
Atty. John Rey Villalon	Attorney III	<i>Member</i>
Cheryl P. Villa	Accountant III, FD-Accounting Section	<i>Member</i>
Aldwin B. Opre	ITO – ORD (ICTU)	<i>Member</i>
Noren Grace G. Laguting	AO V - FD-Budget Section	<i>Member</i>
Emerin B. Astillero	AO V – AD-Personnel Section	<i>Member</i>
Lydia G. Initan	AO V – AD-Cash Section	<i>Member</i>
Jose Leody C. Armada	AO V – AD-Property & Supply Section	<i>Member</i>
Jessebelle V. Bayoneta	Accountant II, FD-Accounting Section	<i>Member</i>
May Jane L. Alvarado	Accountant II, FD-Accounting Section	<i>Member</i>



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Maricel B. Rodriguez	AO IV – AD-Personnel Section	<i>Member</i>
Edwin C. Parcon	ADAS VI – AD-Payroll Service Unit	<i>Member</i>
Judith H. Dalgan	AO II – AD-Payroll Service Unit	<i>Member</i>
Christopher Jess B. Espero	ADA VI – AD-Payroll Service Unit	<i>Member</i>
Samsudin M. Paraid	ADAS I – AD-Personnel Section	<i>Member</i>

6. The following are the necessary steps to be followed by the concerned offices:

6.1 Prior to the validation, the following offices under the Regional Office (RO) shall train the SDO personnel involved in payroll preparation and processing to ensure their readiness on:

- a. Information, Communication and Technology Unit and/or Regional Payroll Services Unit (RPSU) as to the use of the FoxPro payroll program or any related program for payroll preparation, processing and printing of relevant reports;
- b. Administrative Division, regarding the following:
  - b.1 procedures in the processing of payrolls;
  - b.2 computations of mandatory deductions (i.e tax due to BIR, PhilHealth premium, GSIS life and retirement premium and Pag-IBIG premium), step increments, salary differentials, loyalty payment, service/leave credits and other related personnel actions; and
  - b.3 rules and process flow for the inclusion in the payroll of the deductions for loans, insurance premia, mutual aid/benefit system membership of DepEd personnel.

6.2 The SDO applying to process their division's payroll shall conduct a self-assessment of its readiness based on the criteria.

6.3 The Schools Division Superintendent (SDS) shall submit to the Office of the Regional Director (ORD) a letter requesting to assume the responsibility of preparing and processing the payroll of DepEd personnel under its jurisdiction. The letter must be supported by the following pertinent documents duly signed by the SDS:

- 6.3.1 Certification that the SDO has adequate and capable personnel to handle the preparation of payroll including the list of personnel assigned to this task; and
- 6.3.2 List of equipment in good running condition to be used in the preparation and printing of payrolls and other necessary documents.



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6.4 The ORD shall then refer the said letter request to the Regional Office Validation Team to be spearheaded by the Administrative Division (AD) to evaluate the readiness of the SDO to assume such responsibility.

7. To ensure that standards and requirements are complied with before the approval of the implementation of the division-based payroll preparation, the Regional Office validators shall conduct an on-site validation to be composed of the following teams:

<b>Division</b>	<b>Date</b>	<b>Name of Validators</b>
South Cotabato	April 16, 2024 (Pilot SDO)	Ma. Lourdes A. Sanchez – Team Leader Joseph Russel M. Farnazo
Sarangani	3 <sup>rd</sup> quarter	Aldwin B. Opre
Cotabato	3 <sup>rd</sup> quarter	Cheryl P. Villa
Sultan Kudarat	3 <sup>rd</sup> quarter	Noren Grace G. Laguting Emerin B. Astillero Lydia G. Initan Edwin C. Parcon Judith H. Dalgan Samsudin M. Paraid
General Santos City	3 <sup>rd</sup> quarter	Joseph Russel M. Farnazo* - Team Leader Emily F. Enolpe
City of Koronadal	3 <sup>rd</sup> quarter	Ma. Jeanette N. Delima Atty. John Rey S. Villalon
Tacurong City	3 <sup>rd</sup> quarter	Aldwin B. Opre*
Kidapawan City	3 <sup>rd</sup> quarter	Emerin B. Astillero* Edwin C. Parcon* Jose Leody C. Armada Jessebelle V. Bayoneta May Jane L. Alvarado Maricel B. Rodriguez Judith H. Dalgan* Christopher Jess Espero Samsudin M. Paraid*

8. See enclosure for the complete validation process for reference and guidance.

9. To orient the validators prior to the said activity, a virtual orientation on the processes and tools for validation is scheduled on April 05, 2024, at 2:00 pm via MS Teams.

10. Meal and snacks shall be provided for the regional office validators, secretariat, and top management to be borne by the Regional Office MOOE chargeable from the Administrative Division fund, subject to the usual accounting and auditing rules and regulations.



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11. Enclosed are the following annexes for reference:  
**Annex A:** Validation Tool in Establishing division-based Payroll Preparation;  
**Annex B:** List of Duties and Responsibilities of Payroll Personnel  
**Annex C:** Certificate of Compliance template
  
12. For any inquiries, contact **Emerin B. Astillero, Administrative Officer V at 0965-326-5725.**
  
13. Wide dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
*Director IV*

*Enclosure: As stated*

*Reference: Republic Act No. 9155; MATATAG Agenda*

*Allotment: None*

*To be indicated in the Perpetual Index under the subject:*

*HUMAN RESOURCE                      PERSONNEL*  
*PAYROLL SYSTEM*

*JRF/AD-P/RM/ COMPOSITION OF REGIONAL VALIDATION TEAM ON THE DOWNLOADING OF PAYROLL PREPARATION, PROCESSES, PROCEDURES AND POLICIES TO THE SCHOOLS DIVISION OFFICES (SDOs) /010/March 12, 2024*



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*Enclosure to Region Memorandum AD-2024-017*

**ON-SITE VALIDATION PROCESS ON THE DOWNLOADING OF PAYROLL PREPARATION**

1. The validation process shall include four main process steps as follows:

Activity	Duration	Person Accountable	Expected Output
1. Opening Meeting	30 minutes	SDO concerned c/o SDS, ASDS, Admin and Finance	Opening program
2. Onsite Validation	2 hours	Regional Validator Team	Validation tool
3. Deliberation of Results	30 minutes	Regional Validator Team	Validation tool results
4. Closing Meeting/Exit Conference	30 minutes	Regional Validator and SDO concerned	Endorsement to the Office of the Regional Director

2. During the process, the regional team shall use the validation tool via the focus group discussion and shall ask questions that include but not limited to the following: human and financial resources, software (payroll system), hardware (equipment), working space and security requirements.

3. The validators shall summarize the results per indicator guided by the “Pass/Fail” non-discretionary criterion. See **Annex A**: Payroll Assessment Tool, for reference.

4. The team leaders shall then submit the report, recommendation and the issuance of certificate of compliance to be forwarded to the Chief of the Administrative Division for endorsement and approval of the Regional Director.

5. The approval of the Regional Director shall bear the effectivity month for the schools division offices to start the implementation of the division-based payroll system.



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**Annex A: Payroll Assessment Tool**

**ASSESSMENT TOOL**  
**APPLICATIONS FOR THE DOWNLOADING OF PAYROLL PROCESS**  
**TO SCHOOLS DIVISION OFFICES (SDOs)**

This Assessment Tool shall be used to determine the readiness of the SDO to implement and administer the payroll preparation process for the payment of salaries and other emoluments of DepEd personnel assigned in non-implementing units within their respective jurisdictions. The result of the assessment shall be used as baseline information for the recommendation of the Regional Office for the provision of technical assistance to the concerned SDO and issuance of the corresponding approval order.

<b>Name of SDO</b>	:
<b>Name of Coordinator</b>	:
<b>Position/Designation</b>	:
<b>Contact No.</b>	:
<b>Email Address</b>	:

**SCHOOLS DIVISION PERSONNEL PROFILE:**

Office/School	No. of Personnel	No. of Schools
SDO Proper		
Elementary		
Junior High School		
Senior High School		
<b>TOTAL</b>		

**ASSESSMENT:**

INDICATOR	PER EVALUATION	PASSED/FAIL
<b>A. Payroll Management Process Flow</b>	<i>Please attach a copy of the process flow</i>	
1. The SDO has a process flow on the payroll preparation and process		
2. The process flow can be easily understood by the users.		



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INDICATOR	PER EVALUATION	PASSED/ FAIL																																												
<p><b>B. Human Resources</b></p> <p>3. The SDO has the following personnel to be in-charge of the payroll services.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Particulars</th> <th colspan="4">Classification of Schools Division/ No. of Staff</th> </tr> <tr> <th>Small</th> <th>Medium</th> <th>Large</th> <th>Very Large</th> </tr> </thead> <tbody> <tr> <td>1. No. of Teaching Plantilla Items</td> <td>750 and below</td> <td>751 to 5,000</td> <td>5,001 to 10,000</td> <td>10,001 and above</td> </tr> <tr> <td>2. Manpower:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Team Leader     (Administrative Officer)</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>    Data Controller</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>    Computer Operator</td> <td>1</td> <td>1</td> <td>1 to 2</td> <td>1 to 2</td> </tr> <tr> <td>    Administrative Support     (Clerk)</td> <td>1</td> <td>1 to 2</td> <td>1 to 2</td> <td>1 to 3</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>4 (max.)</b></td> <td style="text-align: center;"><b>5 (max.)</b></td> <td style="text-align: center;"><b>6 (max.)</b></td> <td style="text-align: center;"><b>8 (max.)</b></td> </tr> </tbody> </table>	Particulars	Classification of Schools Division/ No. of Staff				Small	Medium	Large	Very Large	1. No. of Teaching Plantilla Items	750 and below	751 to 5,000	5,001 to 10,000	10,001 and above	2. Manpower:					Team Leader (Administrative Officer)	1	1	1	1	Data Controller	1	1	1	2	Computer Operator	1	1	1 to 2	1 to 2	Administrative Support (Clerk)	1	1 to 2	1 to 2	1 to 3	<b>Total</b>	<b>4 (max.)</b>	<b>5 (max.)</b>	<b>6 (max.)</b>	<b>8 (max.)</b>	<p><i>Pls. specify name and position title (Designation)</i></p> <p><i>e.g.</i></p> <ol style="list-style-type: none"> <li>1. Pedro Penduco, Administrative Officer II, Head of Payroll</li> <li>2. Juana De Leon, Administrative Officer II, Head of Payroll Preparation</li> <li>3. Juan dela Cruz, Computer Operator (Data Encoder)</li> <li>4. Jane Doe, Administrative Assistant II (Data Controller)</li> <li>5. Juana Dela Cruz (Administrative Support)</li> </ol>	
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<p>4. The identified personnel for payroll have undergone payroll training (hands on) on FoxPro program relative to efficient delivery of payroll services.</p>	<p><i>Pls. attach copies of Certificates of Training conducted by the Region of the above personnel</i></p> <p><i>Date of Training:</i></p> <p><i>Names of Personnel trained and designation:</i></p> <p>a. _____</p> <p>b. _____</p> <p>c. _____</p> <p>d. _____</p> <p>e. _____</p>																																													
<p><b>C. Payroll System</b></p> <p>5. The payroll system is properly installed in the devices to be utilized for payroll processing.</p>	<p><i>As assessed by the RPSU</i></p> <p><i>Pls. attach screen shot of the payroll system and sample payslip.</i></p>																																													
<p>6. A successful run of 2 to 6 months payroll was conducted by the Schools Division Office and reviewed by the RPSU.</p>	<p><i>Pls. specify number of times the payroll was done in the Schools D</i></p>																																													
<p><b>D. Equipment and Supplies</b></p> <p>7. Availability of the following equipment and supplies:</p>																																														





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INDICATOR	PER EVALUATION	PASSED/ FAIL								
a. Printing Machine	<i>Please specify no. of units and specification and photos</i>									
b. Computer Desktop or laptop	<i>Please specify no. of units and specification</i>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Classification of Schools Division</th> <th style="text-align: left;">Required Equipment</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td> <ul style="list-style-type: none"> <li>At least one (1) laptop or desktop computer</li> <li>At least one (1) heavy duty printer</li> </ul> </td> </tr> <tr> <td>Medium</td> <td> <ul style="list-style-type: none"> <li>At least two (2) laptops or desktop computers</li> <li>At least two (2) heavy duty printers</li> </ul> </td> </tr> <tr> <td>Large and Very Large</td> <td> <ul style="list-style-type: none"> <li>At least four (4) laptops or desktop computers</li> <li>At least four (4) heavy duty printers</li> </ul> </td> </tr> </tbody> </table>	Classification of Schools Division	Required Equipment	Small	<ul style="list-style-type: none"> <li>At least one (1) laptop or desktop computer</li> <li>At least one (1) heavy duty printer</li> </ul>	Medium	<ul style="list-style-type: none"> <li>At least two (2) laptops or desktop computers</li> <li>At least two (2) heavy duty printers</li> </ul>	Large and Very Large	<ul style="list-style-type: none"> <li>At least four (4) laptops or desktop computers</li> <li>At least four (4) heavy duty printers</li> </ul>		
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Large and Very Large	<ul style="list-style-type: none"> <li>At least four (4) laptops or desktop computers</li> <li>At least four (4) heavy duty printers</li> </ul>									
c. Paper for pay slips	<i>Please specify type of paper</i>									
d. Aircon unit	<i>Please specify</i>									
e. Printer ribbon or ink or toner										
<b>E. Working and Storage Area</b> 8. The working space is conducive for payroll preparations. <ul style="list-style-type: none"> <li>Four (4) square meters for every PSU personnel</li> <li>A reception area of at least twenty (20) square meters; the reception area should be outside the PSU room</li> <li>Secured storage room; minimum of 20 square meters. In excess of 20,000 teachers, additional two (2) square meters per 5,000 teachers is required.</li> <li>Airconditioned room</li> </ul>	<i>Pls. specify floor area in square meters</i>									
9. The storage area is elevated and non-flooded.	<i>Pls. attach picture of the installed cabinet/photos of the payroll working and storage areas.</i>									
<b>F. Internal Control Mechanisms</b>										
10. Authenticity of the data and the generated payroll report	<i>Pls. specify activity, Forms and Templates, Monitoring Tools</i>									
11. Security of the working and storage area										
12. Pay slips distribution	<i>Pls. specify schedule</i>									



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INDICATOR	PER EVALUATION	PASSED/ FAIL
<b>G. Budgetary Requirements</b>		
13. The SDO has included a budget for the operations of the Payroll Services Unit (PSU) for the current fiscal year.	<i>Budget cost:</i>  <i>Php _____</i>  <i>Pls. attach an Approved budget for the operations of the PSU (Work and Financial Plan)</i>	

**Other Remarks:**

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**VALIDATORS/VISITING OFFICIALS:**

\_\_\_\_\_  
Team Leader  
*Signature over Printed Name and Designation*

\_\_\_\_\_  
Member  
*Signature over Printed Name and Designation*

\_\_\_\_\_  
Member  
*Signature over Printed Name and Designation*

\_\_\_\_\_  
Member  
*Signature over Printed Name and Designation*

\_\_\_\_\_  
Member  
*Signature over Printed Name and Designation*

Date: \_\_\_\_\_



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**Annex B:** List of Duties and Responsibilities of Payroll Personnel

**HUMAN RESOURCE REQUIREMENTS**

**DUTIES AND RESPONSIBILITIES (Job Descriptions)**

**1. Administrative Officer (Personnel Unit)**

- 1.1 Plans and organizes within the unit, the activities of personnel engaged in processing of salaries and other monetary benefits of DepEd teachers and non-teaching personnel, including school administrators.
  - 1.1.1 Assign the work within the unit
  - 1.1.2 Conduct spot checking of work performed by the payroll processors to ensure consistency/correctness of data
  - 1.1.3 Observe job performance of individual employees and provide guidance in order to attain maximum efficiency
- 1.2 Control and supervise the various duties of personnel in the preparation/printing of payrolls, payslips, reports and other works related to the preparation of salaries of DepEd personnel.
- 1.3 Establish and maintain work schedules for meeting target dates of completion.
- 1.4 Attend to and supervise the processing of documents in support of payment of salaries, such as the newly appointed and substitute teachers, maternity leave, salary differential, proportional vacation pay and other miscellaneous claims of DepEd personnel.
- 1.5 Formulate policies and procedures for guidance of personnel.
- 1.6 Handle major personnel, administrative and job processing problems.
- 1.7 Evaluate and sign the performance rating of the employees within the unit.
- 1.8 Ensure that the systems development group is notified when program errors are encountered.
- 1.9 Coordinate with the government financial institutions (GFIs) and private entities accredited under the Department's Automatic Payroll Deduction System.
- 1.10 Perform other duties as the need arises.

**2. Administrative Support (Clerk)**

- 2.1 Receive communications and payroll-related documents and forward the same to the Data Controllers group.



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- 2.2 Receive billing statements, both hard and soft copies, together with supporting documents from GFIs and private entities accredited under the APDS; upon receipt of the billing statement, enter the date and time of receipt and require the authorized representative to sign the record/logbook; forward the hard copies to the Data Controller Group and the soft copies to the Computer Operators Group.
- 2.3 Control/record and release outgoing payrolls, payroll slips, remittance lists and other prepared reports and USBs/zip disks/CDs.
- 2.4 Control/record supplies needed such as continuous forms, USBs, zip disks and CDs, and advise the AO when to requisition for supplies.

### 3. **Data Controller**

- 3.1 Receive payroll-related documents; classify and group them by the nature of the claim/request.
- 3.2 Check, review and verify authenticity, accuracy, and completeness of documents.
- 3.3 Compute salaries based on the updated Form 7 submitted by the non-implementing unit schools, other compensation, and deductions.
- 3.4 Forward the computation and supporting documents to the Computer Operators Group to be used as basis for encoding and preparation of draft payroll.
- 3.5 Check and review draft payroll against computation made and against the documents.
- 3.6 Return the corrected/reviewed/payroll to the Computer Operators Group for final printing.
- 3.7 Receive hard copies of billings and check them against the supporting documents such as promissory notes, authority to deduct and disclosure statements.
- 3.8 Prepare certificate of last payment for those retiring or transferring to other workstation.

### 4. **Computer Operator**

- 4.1 Update payroll databases based on supporting documents and computation of Data Controllers Group.
- 4.2 Print the contents of the soft copies of billings and forward the same to the Data Controllers Group for review. If the billing is in order, update the payroll deduction files through the diskettes/zip disks.
- 4.3 Print the draft payroll.
- 4.4 Print the disbursement report and forward the same to the Accountant for pre-audit.
- 4.5 Print the final payroll based on the reviewed draft; print the payslips and remittance lists/Abstract of Deductions.



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*Annex C: Certificate of Compliance*

**CERTIFICATE OF COMPLIANCE**

Date of issuance:

**Attention: Chief of the Finance Division**

This is to certify that

\_\_\_\_\_  
(Name of SDO)

located at

\_\_\_\_\_  
(Address of SDO)

has completely complied all the requirements defined and ready for the implementation of the sdo-based payroll preparation, effective \_\_\_\_\_,

Issued this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at the City of Koronadal, South Cotabato, Philippines

\_\_\_\_\_  
Name and signature over printed name  
**Team Leader**

\_\_\_\_\_  
Name and signature over printed name  
**Validator**

\_\_\_\_\_  
Name and signature over printed name  
**Validator**

\_\_\_\_\_  
Name and signature over printed name  
**Validator**

\_\_\_\_\_  
Name and signature over printed name  
**Validator**



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\_\_\_\_\_  
Name and signature over printed name  
**Validator**

\_\_\_\_\_  
Name and signature over printed name  
**Validator**

**CONFORME:**

**CARLITO D. ROCAFORT**  
*Director IV*

Date: \_\_\_\_\_