



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

June 03, 2024

REGION MEMORANDUM
AD-2024-031

**TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES ON THE
DOWNLOADING OF PAYROLL PREPARATION**

To: Schools Division Superintendents

- Pursuant to Region Memorandum AD-2024-017 dated March 12, 2024 or the **Downloading Of Payroll Preparation, Processes, Procedures And Policies To The Schools Division Offices (SDOs)**, and as an offshoot of the on-site validation conducted to the two schools division offices payroll services units (DPSU), the regional office through the Regional Payroll Services Unit (RPSU) shall conduct a **2-day orientation training to all SDO personnel involved in payroll processing and preparation.**
- The participants of this training shall be capacitated on the following:
 - The use of the FoxPro payroll program;
 - Rules and process flow for the inclusion in the payroll of the deductions for loans, mandatory deductions, insurance premia, mutual aid/benefit system membership of DepEd personnel compliant to Automatic Payroll Deduction System (APDS) guidelines;
 - Procedures in the processing of payroll; and
 - Process of on-site validation of payroll preparedness, tools and requirements, regulatory and statutory requirements in the process of transfer of payroll preparations.
- To efficiently facilitate the training, provincial schools' division offices may send a maximum of eight (8) participants and six (6) for city schools division offices which shall be clustered into two with the following schedules:

Division	Venue and Date	Total SDO Participants	Total RO Participants
Cotabato, Kidapawan City, Sultan Kudarat and Tacurong City	3 rd Floor Conference Hall, DepEd Ro XII, Brgy. Carpenter Hill, City of Koronadal, South Cotabato July 8-9, 2024	28	12
General Santos, Sarangani, Koronadal City and South Cotabato	3 rd Floor Conference Hall, DepEd Ro XII, Carpenter Hill, City of Koronadal, South Cotabato July 25-26, 2024	28	12



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4. During the orientation/training, all participants are reminded to bring with them their office computer with printer to be used during the hands-on activities and for program installation.
5. Snacks, meals and other related expenses for the 2-day orientation shall be borne by the Regional Office MOOE, while travelling expenses of the participants shall be charged from their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. Enclosed is the Indicative Schedule of Activities for the 2-day Orientation for reference.
7. For information and wide dissemination.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: Region Memorandum AD-2024-017

Allotment: None

To be indicated in the Perpetual Index under the subject:
PAYROLL TECHNICAL ASSISTANCE

ECP/AD/RM/TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES ON THE DOWNLOADING OF PAYROLL PREPARATION/009/June 13, 2024



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Enclosure to Region Memorandum AD-2024-031: Indicative Schedule of Activities

Day and Time	Activity	Person Responsible
Day 1:		
8:30-9:00AM	Arrival and Registration	RPSU
9:00-9:15AM	<p>Opening Program</p> <p>Government Employee's Prayer Recitation of DepEd SOCCSKSARGEN Aspiration, Core Values and Quality Policy</p> <p>Introduction of Participants and Training Management</p> <p>Message</p> <p>Statement of Purpose, Objectives and expected outputs of the 2-day Orientation</p>	<p>Judith H. Dalgan <i>AO II</i></p> <p>Carlito D. Rocafort <i>Regional Director</i></p> <p>Joseph Russel M. Farnazo <i>OIC-Chief Admin Officer</i></p>
9:15-10:30AM	Overview, Requirements, and functionalities of the Payroll Preparation	Edwin D. Parcon ADAS VI
10:30-12:00NN	Division-based Payroll facilities	Edwin D. Parcon ADAS VI
12:00-1:00PM	Lunch	
1:00-3:00	Automatic Payroll Deduction System (APDS)	Edwin D. Parcon ADAS VI
3:00-5:00PM	Hands-on activity	<p>Edwin D. Parcon ADAS VI</p> <p>Judith H. Dalgan AO II</p> <p>Christopher Jess B. Espero ADA VI</p> <p>Ronnie C. Parcon ADAS II</p> <p>Reynaldo A. Sanchez ADAS I</p>
Day 2:		
9:00-9:15AM	Management of Learning and checking of Attendance	RPSU



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9:15-11:00AM	Preparation Payroll, Payslip, PACSVAL and Remittance	Edwin D. Parcon ADAS VI
11:00-12:00NN	Hands-on Activity	Edwin D. Parcon ADAS VI Judith H. Dalgan AO II Christopher Jess B. Espero ADA VI Ronnie C. Parcon ADAS II Reynaldo A. Sanchez ADAS I
12:00-1:00PM	LUNCH	
1:00-3:00PM	Hands-on Activity	Edwin D. Parcon ADAS VI Judith H. Dalgan AO II Christopher Jess B. Espero ADA VI Ronnie C. Parcon ADAS II Reynaldo A. Sanchez ADAS I
3:00-3:15PM	Submission of expected outputs	Edwin D. Parcon ADAS VI Judith H. Dalgan AO II Christopher Jess B. Espero ADA VI Ronnie C. Parcon ADAS II Reynaldo A. Sanchez ADAS I
3:15-4:00PM	Test run of the payroll system	Edwin D. Parcon ADAS VI
4:00-4:15PM	Closing Program	c/o AD-Personnel
Expected outputs: PACSVAL, Payroll, Payslip and Remittances		