



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City
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October 30, 2015

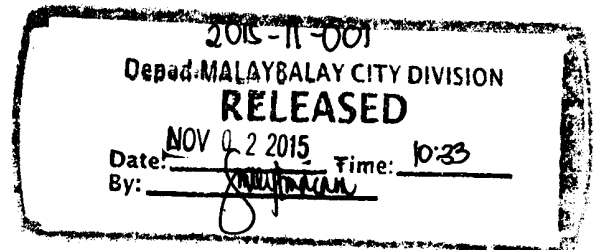
DIVISION MEMORANDUM

No. 445 s. 2015

TO : Jutchel L. Nayra, DPA - Administrative Officer V
Rhysa Cyle C. Rosalejos, CPA - Accountant III
Guia Ma. G. Gamutin - Administrative Officer IV – Personnel
Gerardo C. Pasia, Jr. - ADAS III – Form 7 In-charge

[Signature]
FROM : EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

RE : ONE-DAY CONFERENCE ON PAYROLL SERVICES



1. Pursuant to the herein Regional Memorandum No. 83, s. 2015 dated October 22, 2015 from Atty. Shirley O. Chatto, Chief Administrative Officer, Officer-In-Charge, Office of the Regional Director, you are hereby directed to attend the One-day conference on Payroll Services on November 4, 2015 at the Regional Office Session Hall, Fr. W. Masterson Avenue, Zone I, Upper Balulang, Cagayan de Oro City. This is in line with the approval and implementation by the DepED Rationalization Program brought about strategic changes in the operations and organizational set-up in the Regional and Division Offices. The transfer of the Regional Payroll Services Section (PSS) to the Personnel Section of the Administrative Division is one of the reforms adopted.
2. Participants are expected to be in the venue on November 4, 2015. One lunch and 2 snacks will be served charged to the Regional Office funds, while travel and other expenses of the participants shall be charged against your respective local funds, subject to the usual accounting auditing policies rules and regulations.
3. For compliance.

Encl: As stated

Copy furnished:
Records Unit
Personnel Unit



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Fr. Masterson Avenue, Zone 1, Upper Balulang
Cagayan de Oro City



Telephone Nos: (088) 880-7072 • 880-7071 • 880-2087 Telefax No: (08822) 72-28-51

REGIONAL MEMORANDUM
No. 83 s, 2015

TO: THE SCHOOLS DIVISION SUPERINTENDENTS
This Region

FROM: ATTY. SHIRLEY O. CHATTO
Shirley O. Chatto
Chief Administrative Officer
Officer-In-Charge, Office of the Regional Director

DATE: October 22, 2015

RE: ONE-DAY CONFERENCE ON PAYROLL SERVICES

1. The approval and implementation by the DepED Rationalization Program brought about strategic changes in the operations and organizational set-up in the Regional and Division Offices. The transfer of the Regional **Payroll Services Section (PSS)** to the Personnel Section of the Administrative Division is one of the reforms adopted. With the reassigned functions and structure, a **one (1) day conference for Payroll Services** on November 4, 2015 at Regional Office Session Hall, Fr. W. Masterson Avenue, Zone 1, Upper Balulang, Cagayan de Oro City, with the following objectives:

- 1.) To revisit the guidelines issued relative to processing and payment of salaries through the PSS; and agree on the cut-off dates on the submission of appointments and other documents for salary integration;
- 2.) To discuss on issued policies re: remittances to GSIS, Philhealth and Pag-ibig and;
- 3.) Other concerns.

2. Invited as participants to the scheduled meeting are: the Administrative Officer V for Administrative; Accountant III; Administrative IV (HRMO) and Administrative Aide VI in charge of Form 7.

3. Participants are expected to be in the venue on **November 4, 2015**. One lunch and 2 snacks will be served charged to the Regional Office funds, while travel and other expenses of the participants shall be charged against your respective local funds, subject to the usual accounting auditing policies rules and regulations.



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4. Distribution of participants by division is found in Enclosure No. 1.

5. Immediate and wide dissemination of this Regional Memorandum to concerned is desired.

3/GDA/ag

— "Edukasyon sa Pagbabago. Kamalayan at Kapayapaan ng Inang Bayan" —



Enclosure No. 1

List of Participants per Division

ONE DAY CONFERENCE ON PAYROLL SERVICES

Division	Regional Staff	Adm. Officer V	Accountant III	Adm. Officer IV	Adm. Aide VI	TOTAL
1. Regional staff	16					16
2. Bukidnon		1	1	1	1	4
3. Cagayan de Oro City		1	1	1	1	4
4. Camiguin		1	1	1	1	4
5. El Salvador City		1	1	1	1	4
6. Gingoog City		1	1	1	1	4
7. Iligan City		1	1	1	1	4
8. Lanao del Norte		1	1	1	1	4
9. Malaybalay City		1	1	1	1	4
10. Misamis Oriental		1	1	1	1	4
11. Misamis Occ.		1	1	1	1	4
12. Oroquieta City		1	1	1	1	4
13. Ozamiz City		1	1	1	1	4
14. Tangub City		1	1	1	1	4
15. Valencia City		1	1	1	1	4
Total	16	14	14	14	14	72