



**DIVISION MEMORANDUM**  
 No. 455, s. 2022

July 13, 2022

**COMPOSITION OF THE PAYROLL MANAGEMENT SYSTEM TEAMS AND  
 PAYROLL PROCESS**

**To: Administrative Unit Personnel  
 Human Resource Section Personnel  
 Budget and Accounting Unit Personnel  
 IT Section Personnel  
 Cash Section Personnel  
 All Other Personnel Concerned**

1. In relation to the implementation of the new payroll management system of the Division of Digos City.
2. As part of goal of DepEd Digos City Division to adapt technology to streamline its services and implement its own Information System, the Division Information Communication Technology Unit in partnership with Human Resource and Administration Unit has developed Payroll System integrated to new Division HRIS.
3. The payroll process are shown below.

PROCESS FLOW	EXPECTED PERSONNEL INVOLVED	PROCESS DETAILS
Beginning of the Process		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Inclusion/Deletion of Personnel in the Payroll and Inclusion and Deduction of PLI</b> </div> <div style="text-align: center; margin: 10px 0;">↓</div>	HR Personnel	<ul style="list-style-type: none"> <li>- The in-charge shall be responsible for the inclusion or deletion of personnel in the payroll provided a complete form for inclusion /deletion is submitted prior to the cut-off date. (10<sup>th</sup> day of the month).</li> <li>- Manage PLI deductions based on the prioritization of deductions and make sure that the minimum take home pay of employees shall be implemented (25<sup>th</sup> day of the month).</li> <li>- The in-charge shall be responsible for the updating of salary and increments.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>DTR Submission</b> </div> <div style="text-align: center; margin: 10px 0;">↓</div>	School and Division Employees	<ul style="list-style-type: none"> <li>- Submission of DTR and FORM 7 from Schools and DTR for Division Office Personnel (1<sup>st</sup> to 10<sup>th</sup> day of the month).</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>DTR Verification</b> </div> <div style="text-align: center; margin: 10px 0;">↓</div>	HR Personnel under the DTR Sub-team and Deduction Sub-team	<ul style="list-style-type: none"> <li>- <b><u>DTR VERIFICATION</u></b></li> <li>- DTR Verification Team shall check the absences, tardiness of employees reflected in the School Form 7 vis-à-vis the DTR of employees. They will also check the completeness of documents received. (1<sup>st</sup> to 25<sup>th</sup> day of the month)</li> </ul>





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<b>Pre-Final Payroll Generation Management for GSIS</b> ↓	Payroll Manager	- The in-charge is responsible for the extraction of data from the system and submit the same to GSIS for conversion to Electronic Remittance File (ERF). (30 <sup>th</sup> day of the month)
<b>Deletion of GSIS Deduction</b> ↓	Payroll Manager	- The in-charge is responsible for the deletion of GSIS deduction per clarificatory report. (1 <sup>st</sup> day of the succeeding month)
<b>Pre- Final Payroll Generation</b> ↓	Payroll Manager	- The in-charge is responsible for the extraction of pre-final data from the system. (2 <sup>nd</sup> day of the succeeding month)
<b>Final Checking – Payroll</b> ↓	AOV-Admin, HRMO In-charge and Accounting In-Charge	- The in-charge is responsible for the final checking of the payroll (6 <sup>th</sup> day of the succeeding month)
<b>Final Generation and Printing</b> ↓	Payroll Manager	- The in-charge is responsible for the printing of payroll, pay slip, bank listing and summary of disbursement. (7 <sup>th</sup> to 8 <sup>th</sup> day of the succeeding month)
<b>Preparation of ORS</b> ↓	Budget Section	- The in-charge is responsible for the preparation of Obligation, Request and Status. (9 <sup>th</sup> day of the succeeding month)
<b>Preparation of Disbursement Voucher</b> ↓	Accounting Section	- The in-charge is responsible for the preparation of Disbursement Voucher, LDDAP-ADA and SLIIE. (13 <sup>th</sup> to 14 <sup>th</sup> day of the succeeding month)
<b>Release of Salary</b>	Cashier	- Release of salary through ATM (15 <sup>th</sup> , 27 <sup>th</sup> to 28 <sup>th</sup> ) -
End of the process		

4. Below is the composition of the SDO Digos City Payroll Management System Teams who shall act as In-charge for the different responsibilities stipulated in the above-mentioned process flow.

ACTIVITY	COMPOSITION	NAMES
a. Inclusion/Deletion of Personnel in the Payroll	Administrative Assistant III	Jona Moilereen M. Nahine
b. DTR Verification - (Digos Oriental) - (Digos Occidental) - (Mt. Apo) - (Secondary - (Division)	Administrative Officer II	-
c. PLI – Loan Verification/ Deduction	Administrative Officer II	Guy R. Mara-Asin
d. Pre-Final Payroll Generation Management	Administrative Officer II	Ruben Evarretta





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e. Deletion of GSIS Deduction	Administrative Officer II	Ruben Evarretta
f. Final Payroll Generation Management	Administrative Officer II	Ruben Evarretta
g. Final Checking – Payroll	Administrative Officer V Administrative Officer IV Accountant III	Francis Jude D. Alcomendras Myhrra Faye C. Llanos Noreliza A. Misal
h. Final Generation and Printing	Administrative Officer II	Ruben Evarretta
i. Preparation of ORS	Budget Section	-
j. Preparation of Disbursement Voucher	Accounting Section	-
k. Release of Salary	Administrative Officer IV	Rosario B. Diamante

5. For your information, guidance, and compliance

**CRISTY C. EPE**  
Schools Division Superintendent<sub>ps</sub>

