

## Republic of the Philippines

#### Department of Education

Region XI

### SCHOOLS DIVISION OF DIGOS CITY Digos City



# DIVISION MEMORANDUM No. 455, s. 2022

July 13, 2022

# COMPOSITION OF THE PAYROLL MANAGEMENT SYSTEM TEAMS AND PAYROLL PROCESS

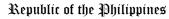
To: Administrative Unit Personnel
Human Resource Section Personnel
Budget and Accounting Unit Personnel
IT Section Personnel
Cash Section Personnel
All Other Personnel Concerned

- 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		
Inclusion/Deletion of Personnel in the Payroll and Inclusion and Deduction of PLI	HR Personnel School and	<ul> <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> <li>Submission of DTR and FORM 7 from Schools and DTR for</li> </ul>
DTR Submission	Division Employees	Division Office Personnel (1st to 10th day of the month).
DTR Verification	HR Personnel under the DTR Sub-team and Deduction Sub- team	DTR VERIFICATION     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. (1st to 25th day of the month)









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Region XI





#### **Digos City**

Pre-Final Payroll Generation Management for GSIS	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). (30th day of the month)
Deletion of GSIS Deduction	Payroll Manager	The in-charge is responsible for the deletion of GSIS deduction per clarificatory report. (1st day of the succeeding month)
Pre- Final Payroll Generation	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)
Final Checking – Payroll	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)
Final Generation and Printing	Payroll Manager	The in-charge is responsible for the printing of payroll, pay slip, bank listing and summary of disbursement. (7th to 8th day of the succeeding month)
Preparation of ORS	Budget Section	- The in-charge is responsible for the preparation of Obligation, Request and Status. (9th day of the succeeding month)
Preparation of Disbursement Voucher	Accounting Section	- The in-charge is responsible for the preparation of Disbursement Voucher, LDDAP-ADA and SLIIE. (13th to 14th day of the succeeding month)
Release of Salary	Cashier	- Release of salary through ATM (15th, 27th to 28th)
End of the process		

4. Below is the composition of the SDO Digos City Payroll Management System Teams who shall act as Incharge 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



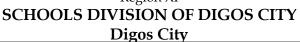
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e. Deletion of GSIS Deduction	Administrative Officer II	Ruben Evarretta
f. Final Payroll Generation Management	Administrative Officer II	Ruben Evarretta
g. Final Checking – Payroll	Administrative Officer V Administrative Officer IV Accountant III	Francis 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



