



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2023- 072

To : STEPHEN R. PASCUAL
 IT Officer I

Subject : ATTENDANCE TO THE TRAINING OF TRAINERS (ToT) ON
 PAYROLL PREPARATION, PROCESSES, PROCEDURES AND
 POLICIES FOR DOWNLOADING OF PAYROLLS TO SCHOOLS
 DIVISION (SDOs)

Date : April 14, 2023

You are hereby requested to attend the Training of Trainers (ToT) on Payroll Preparation, Processes, Procedures and Policies for the Downloading of Payrolls to Schools Division Offices (SDOs) on April 24 to 28, 2023 in Zamboanga City, DepEd Region IX.

All expenses incurred in this travel are chargeable against local funds subject to the accounting and auditing rules and regulations.

Attached is Regional Memorandum ASD-2023-059 dated April 11, 2023, for more details.

For your information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO

Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

JepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: APR 17 2023 TIME: 11:06am

BY: *[Signature]*



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Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos City
 RECORDS SECTION

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DATE: 13 APR 2023 TIME: 7:38am

BY:

Office of the Regional Director

REGIONAL MEMORANDUM

ASD-2023-059

To : Assistant Regional Director
 Schools Division Superintendents / OIC-SDSs
 - Division Offices of Digos City, Davao de Oro, and Davao del Sur
 Regional Chiefs of Functional Divisions – ASD, FD, HRDD, and ICTU

Subject: TRAINING OF TRAINERS (ToT) ON PAYROLL PREPARATION,
 PROCESSES, PROCEDURES AND POLICIES FOR THE
 DOWNLOADING OF PAYROLLS TO SCHOOLS DIVISION
 OFFICES (SDOs)

Date : April 11, 2023

Herewith is a copy of the Memorandum OUF-2023-0183 dated March 22, 2023 from the Office of the Undersecretary for Finance, Department of Education, relative to the forthcoming Training of Trainers (ToT) on Payroll Preparation, Processes, Procedures and Policies for the Downloading of Payrolls to Schools Division Offices (SDOs) by the different Divisions from the DepEd Central Office. The schedule for DepEd Region XI is on April 24 to 28, 2023 in Zamboanga City, DepEd Region IX.

The participants from this Region are the following:

| Name | Position | Workstation |
|----------------------------------|---------------------------------|------------------------|
| 1. Roy T. Enriquez, EdD | Chief Admin Officer | DepEd RO XI - ASD |
| 2. Leonides Jimmy T. Jesuro, III | AO V / HRMO III | DepEd RO XI - ASD-PS |
| 3. Judy Anne L. Juntoria | AO II | DepEd RO XI - ASD-PS |
| 4. Gena G. Quilana | Admin Assistant VI | DepEd RO XI - ASD-RPSU |
| 5. Fretzel Mae L. Padua | Accountant II | DepEd RO XI - FD |
| 6. Mariane T. Bitacura | Education Program Specialist II | DepEd RO XI - HRDD |
| 7. Pocholo C. Hernandez | Computer Programmer II | DepEd RO XI - ORD-ICTU |
| 8. Hazel B. Dacillo | AO IV / Cashier | SDO Davao del Sur |
| 9. Jezzryle R. Mayang | AO II | SDO Davao de Oro |
| 10. Stephen R. Pascual | IT Officer I | SDO Digos City |



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Expenses of all the attendees from this Office shall be borne by the Regional Office MOOE funds, while expenses of personnel from the Division Offices shall be charged from their local funds, subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

Enclosed: As stated.

ROA3/PS/ljj

[Signature]
ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: Apr. 12, 2023
Time: 1795



Address: F. Torres St., Davao City (8000)
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

11:38
04 APR 2023

MEMORANDUM
OUF-2023-183

TO : REGIONAL DIRECTORS
REGIONAL CHIEFS OF FINANCE DIVISION
REGIONAL CHIEFS OF ADMINISTRATIVE DIVISION
REGIONAL PAYROLL SERVICES UNITS (RPSU)

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


DR. GLORIA J. MAMIL-MERCADO
Undersecretary for Bureau of Human Resource and Organizational
Development

SUBJECT : TRAINING OF TRAINERS (ToT) ON PAYROLL PREPARATION,
PROCESSES, PROCEDURES AND POLICIES FOR THE
DOWNLOADING OF PAYROLLS TO SCHOOLS DIVISION
OFFICES (SDOs)

DATE : March 22, 2023

1. This is to inform you of the forthcoming Four (4)-Cluster Workshops for the above-captioned matter, to be conducted by the following DepEd Central Office units:
 - 1.1 Solutions Development Division, ICTS, for the FoxPro payroll program;
 - 1.2 Personnel Division, BHROD, for personnel actions/matters related to payroll including preparation of remittances to private entities accredited under the Department's Automatic Payroll Deduction System (APDS) Program;
 - 1.3 Accounting Division, Finance Service, for the pre-auditing of payrolls; and
 - 1.4 Employee Account Management Division, Finance Service, for APDS concerns and presentation of the assessment tool for the purpose.
2. The objectives of these 4-clusters ToT workshops are as follows:
 - 2.1 Train the regional offices' personnel involved in payroll preparation and processing on how to capacitate their respective SDOs;
 - 2.2 Ensure the readiness of the SDOs to assume said payroll functions before downloading the same by the regions to their respective offices; and

2.3 Ensure the timely release of salaries of the DepEd personnel within their respective jurisdictions.

3. The tentative schedule and venue of these workshops are shown below. An Advisory shall be issued for each cluster for the exact location of the workshop and for any modifications on the matter.

| Cluster | Regions | Date of Training | Venue (exact venue TBA) |
|---------|-----------------------|------------------------|----------------------------|
| 1 | I, II, III and CAR | April 17 to 21, 2023 | Pampanga, Region III |
| 2 | IX, XI, XII and XIII | April 24 to 28, 2023 | Zamboanga City, Region IX |
| 3 | IV-A, IV-B, V and NCR | May 22 to 26, 2023 | Batangas City, Region IV-A |
| 4 | VI, VII, VIII and X | May 29 to June 2, 2023 | Cebu City, Region VII |

4. Representatives from each region must be those responsible for the actual training to the schools division offices and must have the actual knowledge and performance on the payroll processes. Expected participants to these workshops are as follows:

| Position/Designation | No. of Pax |
|---|------------|
| Chief or Supervising Administrative Officer (SAO) of Finance Division or representative | 1 |
| Chief of SAO of Administrative Division, or representative | 1 |
| Head Accountant (or Pre-Audit Section Accountant), or representative | 1 |
| Human Resource Development Officer (Trainer) | 1 |
| Cashier/Disbursing Officer | 1 |
| Designated Verifiers, Personnel Unit | 2 |
| Designated Agency Authorized Officers, Personnel Unit | 2 |
| Head of Regional Payroll Services Unit and Staff | 2 |
| Information and Communication Technology Officer (knowledgeable with FoxPro) | 1 |
| Total Number of Participants per Region | 12 |

5. All participants are requested to submit their confirmation of attendance through the link below on the following deadline:

| Cluster | Regions | Schedule | Link |
|---------|-----------------------|----------------|---|
| 1 | I, II, III and CAR | April 10, 2023 | https://bit.ly/3TskvEH |
| 2 | IX, XI, XII and XIII | April 17, 2023 | https://bit.ly/3yUnfm2 |
| 3 | IV-A, IV-B, V and NCR | May 15, 2023 | https://bit.ly/3LyNndL |
| 4 | VI, VII, VIII and X | May 22, 2023 | https://bit.ly/3JW53in |

MEMORANDUM OUF-2023-XXXX
TRAINING OF TRAINERS ON DOWNLOADING OF PAYROLL
PROCESSES TO SCHOOLS DIVISION OFFICES

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6. Attached is a copy of the Program of Activities for this purpose. Participants are encouraged to bring laptop to be used during workshop proper.
7. Incidental expenses of the participants relative to the activity such as travelling and communication expenses, if any, shall be charged to the region's respective local funds, subject to usual government accounting and auditing rules and regulations.
8. For any inquiries or clarifications, please contact the Employee Account Management Division, the APDS Secretariat, at fs.camd@deped.gov.ph or telefax number (02) 8633-7248.
9. For immediate dissemination and compliance.

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**TRAINING THE TRAINERS
DOWNLOADING OF PAYROLL PROCESS TO SCHOOLS DIVISION OFFICES**

PROGRAM OF ACTIVITIES (Per Cluster)

| TIME | ACTIVITIES | IN-CHARGE |
|------------------------|--|--|
| | Day 0 - Monday | |
| 2:00 PM | Arrival of Participants | Regional Representatives |
| | Technical Dry-Run of the Program | CO Facilitators |
| | Billeting of Participants | CO Secretariat |
| | Day 1 - Tuesday | |
| 9:00 AM | Preliminaries (Opening Program) | Host Region |
| | Welcome Remarks Inspirational Message (video message – Sir Elmer please ask OUF) | Host Region/SDS USec Sevilla/Dir. Calapit |
| 9:30 to 12:00 PM | Presentation 1. Personnel Actions on Payroll Matters a. Cycle of Compensation and Benefits b. Computation of Proportion Vacation Pay Overpayment c. Service Credit | c/o Personnel Division, BHRD |
| | 12:00 to 1:00 PM | NOON BREAK |
| 1:00 PM to 3:00 PM | 2. Automatic Payroll Deduction System (APDS) Program a. APDS policies b. Walk Through of TCAA | c/o Employee Account Management Division, Finance Service |
| | 3. Readiness Assessment Tool for Downloading of payrolls | |
| 3:00 PM to 4:00 PM | 4. Payroll Preparation Using FoxPro Program | c/o Solutions Development Division, ICTS |
| 4:00 PM to 5:00 PM | 5. Obligation and Pre-audit Process | c/o Accounting Division, Finance Service |
| | Day 2 - Wednesday | |
| 8:00 AM to 12:00 PM | Process on Crafting of Training Design | c/o HRDU, Host Region |
| 12:00 to 1:00 PM | NOON BREAK | |
| 1:00 PM to 5:00 PM | Workshop: Crafting and Presentation of Training Design | Regional Representatives |

PROGRAM OF ACTIVITIES (Per Cluster)

| TIME | ACTIVITIES | IN-CHARGE |
|-------------------------|---|--------------------------|
| Day 3 - Thursday | | |
| 8:00 AM to 12:00 PM | Simulation Process/Role Playing/Critiquing | Regional Representatives |
| TIME | ACTIVITIES | IN-CHARGE |
| 12:00 PM to 1:00 PM | NOON BREAK | |
| 1:00 to 4:00 PM | Simulation Process/Role Playing/Critiquing | Regional Representatives |
| 4:00 PM to 5:00 PM | Agreements; Timelines for the Roll Out Closing Remarks | Facilitator |
| Day 4 - Friday | | |
| 9:00 AM | Home Sweet Home | |

SCHEDULE OF ACTIVITIES (Per Cluster)

| Cluster | Regions | Duration (inclusive of travel time) | Venue (exact venue TBA) |
|----------------|-----------------------|--|-----------------------------------|
| 1 | I, II, III and CAR | April 17 to 21, 2023 | Within Pampanga, Region III |
| 2 | IX, XI, XII and XIII | April 24 to 28, 2023 | Within Zamboanga City, Region IX |
| 3 | IV-A, IV-B, V and NCR | May 22 to 26, 2023 | Within Batangas City, Region IV-B |
| 4 | VI, VII, VIII and X | May 29 to June 2, 2023 | Within Cebu City, Region VII |