



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

May 9, 2018

**DIVISION MEMORANDUM**


No. 264, s. 2018

**CLEAN-UP OF SALARY DEDUCTIONS**

**TO :** Asst. Schools Division Superintendents  
Chiefs, CID & SGOD  
Division Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/Districts In-Charge  
Public Elementary and Secondary School Heads  
Chiefs of Finance and Administrative Units  
All Others Concerned

1. In view of the strict implementation of Authorized Deductions of the FY 2018 GAA General Provisions, the Payroll Services Unit of the Department of Education, Regional Office 7 will ensure that deduction in the pay slips of all personnel are valid and legitimate.
2. Attached is a template to be accomplished by individual employees to report and request removal of such deductions in the Payroll Service Unit (Regional Office) and schools with financial staff (independent operating units).
3. For further details, please refer to Regional Memorandum No. 0325, s. 2018.
4. All accomplished templates must be submitted to Division Office properly endorsed by the Public Schools District Supervisor.
5. Strict and immediate compliance to this memorandum is desired.

For the Schools Division Superintendent:

  
**ERLINDA N. CALUMPANG, Ed. D.**  
Chief Education Supervisor, CID  
Office In-Charge

09 MAY 2018



REPUBLIKA NG PILIPINAS  
 REPUBLIC OF THE PHILIPPINES  
 KAGAWARAN NG EDUKASYON  
 DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
 Sudlon, Lahug, Cebu City



*D: 5/7/18*

May 2, 2018

REGIONAL MEMORANDUM

NO. \_\_\_\_\_ s. 2018

*0325*

CLEAN-UP OF SALARY DEDUCTIONS

TO : Schools Division Superintendents (SDS)/OIC-SDS  
 Chiefs of Finance and Administrative Divisions  
 Head Regional Payroll Unit  
 School Heads

1. In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, the Payroll Service Unit will ensure that deduction in the pay slips of personnel are valid and legitimate.
2. The clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions, or others, must be done to avert possible invalid and illegitimate deductions. Attached is a template that may be accomplished by individual employees to report and request removal of such deductions to the Payroll Service Unit (Regional Office) and schools with financial staff (independent operating units).
3. Announcements of the clean-up will appear on the pay slips from FoxPro beginning May 2018.
4. Strict and immediate compliance to this memorandum is desired.

*C.*  
**SALUSTIANO T. JIMENEZ, LLB, CESO IV**  
 OIC-Asst. Regional Director

*Received:  
 5/7/18*

*Dir//Acruto/ARDSTJimenez/hns.lda*  
 Page 1-2018 Regional Memorandum  
 5/7/2018  
 Office of the Director (OCD), Tel. Nos.: (032) 231-1433, 231-4309; 414-7399; 414-7325; Office of the Assistant Director, Tel. Nos.: (032) 255-151  
 Field/Cluster Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7321  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 255-5239; Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7962; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-0030  
 414-7365; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367, 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

Attachment to REGIONAL MEMORANDUM NO. 325, s. 2018  
"Clean-Up of Salary Deductions"

CLEAN-UP OF SALARY DEDUCTIONS

| CODE | NAME OF ENTITY | EFFECTIVITY DATE | TERMINATION DATE | AMOUNT OF DEDUCTION (Php) | REMARKS/REASON FOR DELETION |
|------|----------------|------------------|------------------|---------------------------|-----------------------------|
|      |                |                  |                  |                           |                             |
|      |                |                  |                  |                           |                             |
|      |                |                  |                  |                           |                             |

Submitted by : \_\_\_\_\_  
(Signature Over Printed Name)

Employee No. : \_\_\_\_\_ Station : \_\_\_\_\_ Date : \_\_\_\_\_