

## 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. <u>264</u>, s. 2018

### CLEAN-UP OF SALARY DEDUCTIONS

TO

Asst. Schools Division Superintendents

Chiefs, CID & SGOD

Division Education Program Supervisors/Division Coordinators

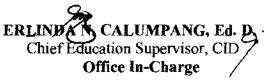
Public Schools District Supervisors/Districts In-Charge

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:



0 9 MAY 2018



# REPUBLIKANG PILIPINAS REPUBLY OF THE HILLIPPINAS KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION REHIYON VII. GITNANG VISAYAS REGION VII. CENTRAL VISAYAS

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May 2, 2018

REGIONAL MEMORANDUM

NO \_\_\_\_\_\_\_ 5. 2018

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#### **CLEAN-UP OF SALARY DEDUCTIONS**

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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.

SALUSTIANO T. JIMENEZ, LLB, CESO IV

OIC-Asst. Regional Director

Dir/fAjeruta/ARDSTJunenez/ins.ida

PROTIZED Regional Memorandian

10 No. (1032) 234-1309; 414-7325; Office of the Assistant Director. Let No. (1032) 254-35

Field FACALISM Assistance Division (TAD). 161. Nos.: (032) 414-7324. Curriculum Learning Management Division (CLAMD). (10 Nos.: (032) 414-7325

Quality Assistance Division (QAD). 161. Nos.: (032) 234-1074. Human Resource Development Division (HRDD). 161. No.: (032) 255-329

I dutation Support Services thision (ESSI). 161. No.: (032) 254-2502. Planatus, Policy and Research Division (PPRI). 161. No.: (032) 233-5030

414-7065. Administrative Division, 161. Nos.: (032) 444-7326; 414-7366; 414-7322; 414-4367.

Finance Division, lel. 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

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\_\_\_\_\_\_ Station : \_\_\_\_\_ Date : Employee No. 1