



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



DIVISION MEMORANDUM
No. 675, s. 2018

August 6, 2018

CLEAN-UP OF SALARY DEDUCTIONS

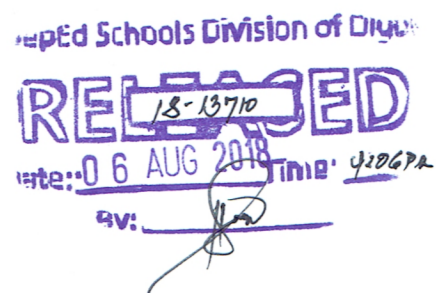
To: **DIVISION PERSONNEL**
SCHOOL HEADS, SCHOOL-IN-CHARGE
SCHOOL TEACHER-IN-CHARGE
TEACHING AND NON-TEACHING PERSONNEL

1. Pursuant to the Memorandum dated July 25, 2018 of Atty. Alberto T. Escobarte, CESO III, Regional Director, Department of Education Regional XI Office, Davao City, entitle: **"CLEAN-UP OF SALARY DEDUCTIONS"** you are hereby enjoined to use the template embodied in the Memorandum dated April 30, 2018 of Undersecretary Victoria L. Medrana-Catibog, Department of Education Central Office, to be accomplished by individual employees to report and request removal of deduction from the PSU.
2. For immediate dissemination and strict compliance.

WINNIE E. BATON, Ed. D.

Officer in Charge

Office of the Schools Division Superintendent

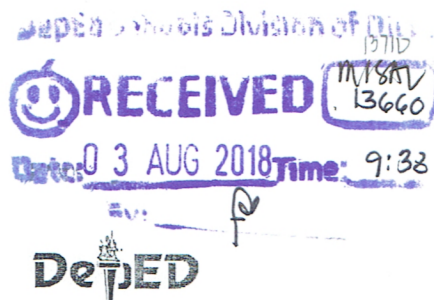


Encls: as stated
References: Memorandum dated July 25, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CLEAN-UP OF SALARY DEDUCTIONS

admin5: Clean-up of Salary Deductions
6 August 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL HEADS

FROM :  ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : CLEAN-UP OF SALARY DEDUCTIONS

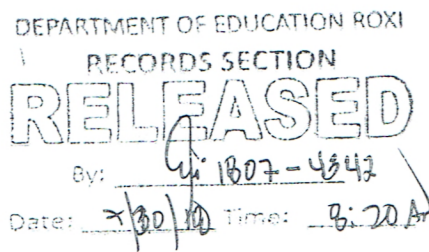
DATE : July 25, 2018

In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, all PSU paid teachers are enjoined to ensure that deductions in the payslips are valid and legitimate.

Attached is the Memorandum (DM-OUFDA-2018) issued by USEC VICTORIA L.M. CATIBOG for information.

For compliance.

ROA10/ggq





Republic of the Philippines
Department of Education

Office of the Undersecretary for Finance
Disbursements and Accounting

DM – OUFDA – 2018 – 0005

Date: MAY 03 2018

Signature [Signature]

April 30, 2018

MEMORANDUM

To : **ALL REGIONAL DIRECTORS**

Attention : *Chiefs of Finance and Administrative Divisions
Heads of Regional Payroll Services Units (PSUs)
Schools Division Superintendents
School Heads*

From : **VICTORIA L. MEDRANA CATIBOG**
Undersecretary

Subject : **CLEAN-UP OF SALARY DEDUCTIONS**

In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, all PSUs are enjoined to ensure that deductions in the pay slips of personnel are valid and legitimate.

For this purpose, clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions/dues, or others, must be done to avert possible invalid and illegitimate deductions. The template below may be accomplished by individual employees to report and request removal of such deductions to the concerned PSU:

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: _____

To assist you in disseminating this information, announcements of this clean-up will appear on pay slips generated from FoxPro beginning in May 2018. The revised program will be e-mailed to your respective PSUs for their use for the processing of the May 2018 payroll.

For questions and clarifications, you may contact the Employee Account Management Division at tel. no. (02) 633-7248 and e-mail address fs.eamd@deped.gov.ph.

For information and compliance.

[Signature]
V.L.M. CATIBOG

Copy Furnished:

1. LEONOR MAGTOLIS BRIONES, Secretary
2. ATTY. JOSEPHINE G. MARIBOJOC, OIC-Undersecretary for Legal Affairs
3. ATTY. NEPOMUCENO A. MALALUAN, Assistant Secretary and Chief of Staff