



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



DIVISION MEMORANDUM
No. 874, s. 2018

September 18, 2018

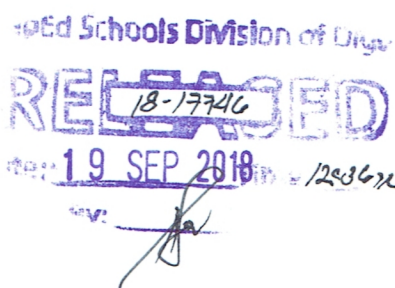
CLEAN-UP OF SALARY DEDUCTIONS

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

1. Pursuant to the Memorandum dated September 13, 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. In view thereof, personnel with invalid/illegitimate deductions shall be reported to the DepEd Regional Office Payroll Service Unit for purposes of harmonizing individual pay slip in connection with the implementation of the Order of Preference of salary deductions pursuant to DepEd Order No. 5, s. 2018.
3. For immediate dissemination and strict compliance.


WINNIE E. BATOON, Ed. D.

Officer in Charge
Office of the Schools Division Superintendent



Encls: as stated
References: Memorandum dated September 13, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: CLEAN-UP OF SALARY DEDUCTIONS

admin5: Clean-up of Salary Deductions
18 September 2018

RECORDS



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon

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

RECEIVED 17746

13 SEP 2018 Time: 4:55 PM

DepEd
DEPARTMENT OF EDUCATION

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Asst. Schools Division Superintendents/ OIC-ASDS

FROM :  **ATTY. ALBERTO T. ESCOBARTE, CESO IV**
Regional Director 4 L

SUBJECT : Submission of Reports on the Clean-Up of Salary Deductions

DATE : September 13, 2018

This is to reiterate the submission of reports on your respective Schools Division Offices relative to the **Clean-Up of Salary Deductions** as per regional memorandum dated July 25, 2018.

Anent to this, you are hereby directed to submit the duly signed report **on or before September 20, 2018** at this Office, through the Regional Payroll Services Unit (RPSU) and email the excel file to rpsu11davao@yahoo.com, for regional consolidation of reports to be submitted to Central Office.

Moreover, attached is the memorandum dated September 7, 2018 from Victoria L. Medrana-Catibog, Undersecretary for Finance – Disbursements and Accounting, relative to the Additional Guidelines on the Full Implementation of the DepEd Order No. 5, s. 2018.

For immediate dissemination and strict compliance.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
9/13/18 4:27 PM
Date 9/13/18

Incls: as stated

ROA5/PS/jtg

4

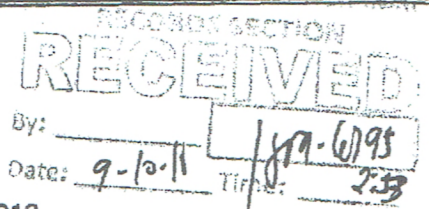


Republic of the Philippines
Department of Education

Office of the Undersecretary for Finance
Disbursements and Accounting

DM – OUFDA – 2018 – 0015

September 7, 2018



MEMORANDUM

**To: ALL REGIONAL DIRECTORS
THE DIRECTOR IV, INFORMATION AND COMMUNICATIONS
TECHNOLOGY SERVICE (ICTS)
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT**

**Attention: Chiefs, Regional Administrative and Finance Divisions, and Central
Office Personnel Division
Heads, Implementing Unit Secondary Schools**

**FROM: VICTORIA L. MEDRANA CATIBOG
Undersecretary for Finance – Disbursements and Accounting (DA)**

**SUBJECT: ADDITIONAL GUIDELINES ON THE FULL IMPLEMENTATION OF
DEPED ORDER NO. 5, S. 2018**

1. Due to the lack of response from several DepEd Regions and other feedback received by this Office regarding the clean up of salary deductions as contained in Memorandum No. DM-OUFDA-2018-0005 dated April 30, 2018, this Office hereby orders all concerned offices subject of this memo to observe the additional guidelines contained herein in the full implementation of DepEd Order (DO) No. 5, s. 2018, as follows:

- a. Adopt additional measures to inform all DepEd personnel about the effects of the full implementation of DO No. 5, s. 2018 (please see item no. 4 below);
- b. Continue the clean up of salary deductions until 100% has been achieved, i.e. there are no more invalid/illegitimate deductions reflected on both sides of the pay slips, be it Deducted or Undeducted Obligations; and
- c. Submit report of the clean up, duly certified by the Regional Director, not later than October 31, 2018,

2. After the review of all reports submitted, the full implementation of DO No. 5, s. 2018 shall be simultaneously done by all concerned payroll services units nationwide and shall be announced through a memorandum to be issued by this Office.

3. Out of the 16 DepEd regions, 8 have reported deleting Invalid/Illegitimate salary deductions as reported by the concerned DepEd personnel, 4 have reported that they have made no deletions, while 4 did not send any reports. Moreover, it has reached this Office that many DepEd personnel are not aware of the ongoing clean up despite the issuance of the directive four months ago and the notification in the pay slips of DepEd personnel nationwide.

*u lue
9/10/18*

4. Please be reminded that with the application of the payroll program that will fully implement the Order of Preference of salary deductions, all invalid/illegitimate deductions, if not deleted from the pay slip of the concerned DepEd personnel, will be included in the rearrangement of salary deductions, possibly dislodging payments for valid/legitimate obligations due to entities with a lower Order of Preference. Dislodged payments will have to be paid over the counter to avoid the incurrence of penalties and surcharges due to default. Attached is DM-OUFDA-2018-0005 for your ready reference.

5. This order shall supplement the DM-OUFDA-2018-0012 dated August 20, 2018. Notwithstanding the receipt of the adjusted payroll program from the ICTS that will fully implement DO No. 5, s. 2018, concerned offices shall continue to use the old payroll program being implemented prior to the issuance of DM-OUFDA-2018-0012 pursuant to item no. 2 of this memorandum.

6. For strict compliance.


V.L.M. CATIBOG 9/2/18

Attachment: As stated.

Copy furnished:

LEONOR MAGTOLIS BRIONES

Secretary, this Department

ATTY. NEPOMUCENO A. MALALUAN

Undersecretary and Chief-of-Staff, this Department

ATTY. JOSEPHINE G. MARIBOJOC

Undersecretary for Legal Affairs, this Department

ALL AGENCY AUTHORIZED OFFICERS (AAOs) AND DEPED VERIFIERS



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

