




REPUBLIC OF THE PHILIPPINES
Department of Education

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MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
FROM :  RAMON FIEL G. ABCEDE
Regional Director
SUBJECT : Concerns Regarding Request for Copies of Pay Slips from Regional Payroll Services (RPS)
DATE : June 13, 2018



This Office has been encountering substantial number of teachers personally requesting from the Regional Payroll Services for copies of their pay slips, payroll, proof of remittances and other related documents at the end of the current month. This is happening in spite of the fact that same documents have been issued to your respective divisions though the designated SDO liaison officers.

To address the above concern and to avoid disruption of classes due to absence of the teachers, this Office shall no longer allow teachers and school heads from requesting copies of their respective pay slips and other related payroll documents starting **July 1, 2018**.

Kindly remind your designated liaison officers, division cashiers and school heads to be prudent in ensuring that the number of pay slips being received from the RPS and other related documents correspond to the number of personnel in your division. Should there be incomplete number of pay slips and other related documents, your designated liaison officers are given three (3) working days within which to request the lacking copies from the RPS.

On the part of fiscal autonomous schools, being served by the RPS, the same process as mentioned above shall be observed.

For information and strict compliance.

007863

Reference No. _____
SJDVII/RJCA- Admin Division

SCHOOLS DIVISION OFFICE
Sorsogon

June 20, 2018

To: All SDO Personnel / *Conarnet*

For your information and strict compliance.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent