



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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January 24, 2022

DIVISION MEMORANDUM  
No. 028 s. 2022

**IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF SALARIES OF DEPED PERSONNEL  
IN THE DIVISION OF BULACAN**

To : Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary, JHS and SHS Principals/OICs  
All Others Concerned

1. This is to inform all teaching, teaching-related and non-teaching personnel of SDO Bulacan of the implementation of twice-a-month release of salaries effective January 2022.
2. To facilitate the updating/processing in the payroll database (Masterfile), all requests must be filed on or before the 26<sup>th</sup> of each month. Attached is the Regional Memorandum No. 043, s. 2022 entitled Implementation of Twice-A-month Release of Salaries of DepEd Personnel in Region III, for reference and strict compliance.
3. For information and wide dissemination.

  
ZENIA G. MOSTOLES, EdD, CESO V  
Schools Division Superintendent

PERSONNEL UNIT/HRO





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**Department of Education**  
 REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**

No. 043, s. 2022

TO : Schools Division Superintendents  
 Heads of Secondary School Implementing Units  
 Head, Regional Payroll Services Unit (RPSU)

RECORDS SECTION, REGIONAL OFFICE III  
**RECEIVED**  
 0 22 2022  
 Date: 01/11/2022

**IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF SALARIES OF  
 DEPED PERSONNEL IN REGION III**

1. In compliance to Memorandum No. OUF-2021-0703 dated October 27, 2021, as reiterated by Memorandum No. OUF-2022-0012 dated January 11, 2022, the twice-a-month release of salaries to DepEd personnel shall be implemented in the Region starting the payroll Month of January 2022.
2. Accordingly, the RPSU in coordination with the Schools Division Offices (SDOs) and Secondary School Implementing Units (IUs) shall adopt the adjusted procedure and timelines, including the implementation of electronic transmission of documents, to facilitate the processing of payrolls and related schedules.
3. While advance copies, may be considered to facilitate processing, Payroll Processors shall ensure that the duly signed documents will be submitted to complete the supporting documents of payroll transactions. SDOs and Secondary School IUs are encouraged to submit scanned signed copies to minimize the transmission of voluminous hard copy of documents.
4. Below is the adjusted processes and timelines in the processing of monthly payrolls and supporting schedules to implement the twice-a-month release of salaries:

Process	Timelines	Process Owner
a. Releasing of Form 7 to SDOs/IUs (based on current month's payroll)	Last week of the current month	RPSU
b. Reviewing and updating of Form 7 (Report of Service)	Last week of the current month	SDOs/IUs
c. Submission of request for inclusion of newly-hired	Not later than the last day of the current month	SDOs/IUs



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personnel, salary adjustments, etc. to RPSU		
d. Submission of duly accomplished Form 7 to RPSU	Not later than the last day of the current month	SDO/IUs
e. Updating of the payroll database (Masterfile) based on: 1. Submitted Form 7 2. Request for inclusion of newly-hired personnel 3. Request for salary adjustment due to promotions/ step increments, etc.	1 <sup>st</sup> to 5 <sup>th</sup> day of the payroll month	RPSU
f. Generation of the Draft Payroll and release to the SDOs/IUs	5 <sup>th</sup> day of the payroll month	RPSU
g. Reviewing of Draft Payroll; effecting changes/updates, if any; and submission to RPSU for finalization	5 <sup>th</sup> to 7 <sup>th</sup> day of the payroll month	SDOs/IUs
h. Updating of Mandatory Deductions (GSIS, Pag-IBIG and PhilHealth Premiums)	On or before the 7 <sup>th</sup> day of the payroll month	RPSU
i. Inclusion of the following: 1. Deduction billings granted by: 1.1 GFIs (GSIS, Pag-IBIG and LBP) 1.2 DepEd Provident Fund 1.3 APDS accredited entities  <b>Reminder:</b> All amortizations to be incorporated in the payroll must undergo the verification process by the DepEd Verifiers.  2. Obligations due to DepEd, if any, such as overpayments, unliquidated cash advances, disallowances, etc.	On or before the 8 <sup>th</sup> day of the payroll month	RPSU



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j. Generation, printing and processing of the following documents: 1. Payrolls (for 1 month) 2. Summary of Disbursements Report (SDR), (with the 1 <sup>st</sup> and 2 <sup>nd</sup> half breakdown of net pay)  <i>Note: The SDR is sent to the SDOs/IUs Accountants/Bookkeepers as basis for processing of the obligation and disbursement</i>  3. Hash Totals (separate for the 1 <sup>st</sup> half and 2 <sup>nd</sup> half)	8 <sup>th</sup> day to 13 <sup>th</sup> day of the payroll month	RPSU
k. Processing of fund transfers both for the net pay and salary deductions due to ROP	For the 1 <sup>st</sup> half of net pay - 13 <sup>th</sup> day of the payroll month  For the 2 <sup>nd</sup> half of net pay - 25 <sup>th</sup> day of the payroll month  For the fund transfer to the Regional Office Proper (ROP) for the remittance of salary deductions to APDS accredited entities - not later than 25 <sup>th</sup> day of the payroll month	SDOs/IUs
l. Releasing of Hash Totals (in sealed envelop) to SDOs and Secondary School IUs	For the 1 <sup>st</sup> half of net pay - 13 <sup>th</sup> day of the payroll month  For the 2 <sup>nd</sup> half of net pay - 25 <sup>th</sup> day of the payroll month	RPSU
m. Submission of Hash Totals to the GSB, together with the Fund Transfer for 1 <sup>st</sup> half or 2 <sup>nd</sup> half	For the 1 <sup>st</sup> half (15 <sup>th</sup> salary) - 14 <sup>th</sup> day of the payroll month  For the 2 <sup>nd</sup> half (30 <sup>th</sup> salary) - 29 <sup>th</sup> day of the payroll month	SDOs/IUs



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	<b>Note: The hash totals may be submitted earlier to the GSB, should these periods fall on a weekend</b>	
n. Printing of Payslips (for the month) and Abstract of Deductions	3 <sup>rd</sup> week of the payroll month	RPSU
o. Signing of Payrolls (RO level)	3 <sup>rd</sup> week of the payroll month	CAO & RD
p. Releasing of Payrolls, Payslips and Abstract of Deductions to SDOs and Secondary Schools IUs	Last week of the payroll month	RPSU
q. Processing of monthly remittances to:		
1. GFIs, including DepEd Provident Fund	Must be remitted to concerned GFIs not later than the 10 <sup>th</sup> day of the succeeding month	SDOs/IUs
2. APDS accredited entities	Must be remitted to concerned entities not later than the 30 <sup>th</sup> day of the succeeding month	ROP
3. Service Fees deducted from the accredited private entities	Must be remitted to the Bureau of Treasury not later than the 30 <sup>th</sup> day of the succeeding month	ROP
4. Obligations due to DepEd, such as payment of unliquidated cash advances, disallowances, etc.	Must be remitted to the Bureau of Treasury not later than the 30 <sup>th</sup> day of the succeeding month	SDOs/IUs

5. Notwithstanding the above adjusted procedures, all concerned are enjoined to observe the highest degree of internal control in the preparation, processing and release of payrolls and related expenses.
6. Likewise, Heads of Secondary School Implementing Units preparing their own payroll (School-Based Payroll) shall ensure that the twice-a-month release of salary shall be implemented in accordance with the prescribed timelines and requirements.



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7. For the information, guidance and compliance of all concerned.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

References:

Memorandum No. OUF-2022-0012 dated January 11, 2022  
Memorandum No. OUF-2021-0703 dated October 27, 2021

AO1/RPSU



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