

2/21/2023

Office Memorandum No. 31 dated 26 A

Reproduction No. 049, s. 2023

For dissemination and compliance.

**ROWENA T. QUIAMBAO, CESE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent  
SCHOOLS DIVISION OF BULACAN



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

DepEd - SDO of Bulacan  
**RECEIVED**  
FEB 20 2023  
By: [Signature] 4:40

CORDS SECTION, REGIONAL OFFICE NO.

**RECORDED**  
011292  
Date: FEB 21 2023

**REGIONAL MEMORANDUM**  
No. 082, s. 2023

By: [Signature]  
Time: 11:50

**REGIONAL TRAINING OF TRAINERS ON THE IMPLEMENTATION GUIDELINES  
ON THE STANDARD PROCEDURES FOR THE PAYMENT OF SALARIES  
OF EMPLOYEES AND RELATED EXPENSES IN RO, SDO, AND SCHOOLS**

To: Schools Division Superintendents

1. With the commitment to address the need to streamline the sets of procedures and enhance internal control to safeguard government resources, intensify accountability of responsible personnel and ensure accurate and timely payment of salaries of employees and related expenses, this Office, through the Human Resource Development Division (HRDD) and Finance Division, shall conduct the Regional Training of Trainers on the Implementation Guidelines on the Standard Procedure for the Payment of Salaries of Employees and Related Expenses in the Regional Office, Schools Division Offices, and Schools on Batch 1: March 8, 2023, Batch 2: March 9, 2023, and Batch 3: March 10, 2023 at the Hacienda Gracia Hotel and Resort, Sta. Maria, Lubao, Pampanga.
2. The main objective of this training is to orient and discuss comprehensively the Regional Memorandum No. 663 s. 2022, entitled "Implementation Guidelines on the Standard Procedure for the Payment of Salaries of Employees and Related Expenses in Regional Office, Schools Division Offices, and Public Schools."
3. Participants in this RTOT are the Division Accountants, Personnel Officers and Cashiers, Secondary Public Schools (Implementing Units) Accountants or Senior Bookkeepers, Non-Teaching Personnel In-Charge of the preparation of Form 7 or attendance report and Cashiers/Disbursing Officers, and selected Regional Payroll Services Unit personnel. Thus, there shall be three participants from each SDO and IUs. The Opening Program will start at exactly 8:00 a.m. Participants must arrive at the venue by 7:30 - 8:00 a.m. to register.
4. Schools Division Offices (SDOs) are requested to issue Travel Authority for their participants in this activity. Travel expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations.
5. Members of the Program Management Team and Resource Speakers are required to stay in the venue.
6. Enclosed are the List of Registered Participants per Batch, the List of Resource Speakers, Program Management Team, and the Training Matrix for reference.



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89 • Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)



Certificate No. AJA17-0037



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

7. For queries and clarifications regarding the conduct of this activity, please contact the Program Manager, Rigette Ryan S. Ramos, EdD, Education Program Supervisor of HRDD, thru email at [rigetteryan.ramos@deped.gov.ph](mailto:rigetteryan.ramos@deped.gov.ph).
8. Compliance with this Memorandum is desired.

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

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

SEMINAR	PROGRAM
TRAINING	NON-TEACHING

HRDD1/hrdd2  
February 15, 2023



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)  
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