



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

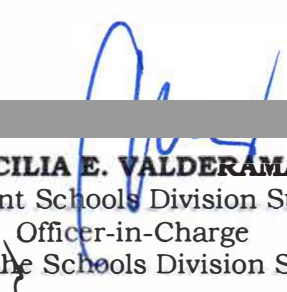
OFFICE MEMORANDUM

No. 016 s. 2025

To: Assistant Schools Division Superintendent
Division Chiefs
Administrative Officer V
Administrative Officer IV (HR)
All Others Concerned

DIVISION PAYROLL DOWNLOADING OF PAYROLL PREPARATION

1. Relative to the Regional Memorandum regarding the Provisional Authority to Implement the Payroll Processing of Schools Division of Bulacan, this is to inform the division payroll encoders to report to the RPSU from October 1-15, 2025 for the preparation of payroll preparation.
2. Likewise, the RPSU Officials shall conduct an additional technical assistance on September 19, 2025.
3. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and accounting procedures.
4. Please be guided accordingly.


[Redacted]
CECILIA E. VALDERAMA, PhD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

September 18, 2025