



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

May 4, 2026

DIVISION MEMORANDUM

No. *100*, s. 2026

**TRAINING-WORKSHOP ON THE DOWNLOADING OF PAYROLL TO FISCALLY
AUTONOMOUS SECONDARY SCHOOLS**

TO: Assistant Schools Division Superintendents
Division Chiefs
School Heads – Fiscal Autonomous Secondary Schools
Finance Personnel – Implementing Units
SDO Personnel
All Other Concerned

1. The Department of Education – Schools Division of Bulacan shall conduct a three-day training-workshop on June 16-18, 2026, for select Administrative officer II, Administrative Assistant III, Administrative Assistant II and school heads of Implementing Units (IUs) and School Based Secondary Schools focused on the downloading of payroll processing at the school level. On a venue to be announced.
2. This activity aims to:
 - a. Download payroll preparation within the specified timeframe to meet payment schedule.
 - b. Adhere to requirements and policies for payroll data handling.
 - c. Ensure error-free payroll preparation to minimize corrections and discrepancies.
 - d. Maintain confidentiality and integrity of payroll data during download and transfer.
3. Participants in this training are the identified SDO and RO Personnel, School Heads, select Administrative Officer II, Administrative Assistant III, Administrative Assistant II of Fiscal Autonomous Secondary Schools.
4. Participants are required to bring laptops and extension cords for the hands-on training.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan


Website: <https://bulacandeped.com>

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5. A registration fee of Five Thousand Two Hundred Pesos (Php5,200.00) each for Administrative Officer II/Administrative Assistants and One Thousand Two Hundred Pesos (Php1,200.00) each for Schools Heads shall be paid to cover the expenses for food, venue and accommodation at SDO Cashier Section on or before May 29, 2026.
6. Registration Fee shall be collected from participants of Fiscally Autonomous schools while RPSU & DPSU shall be charged to Division MOOE to cover expenses.
7. All expenses incurred in this activity shall be subject to usual accounting and auditing rules and regulations.
8. No proxy is allowed.
9. Enclosed is the list of participants and training matrix.
10. This also served as Authority to Travel.
11. For information and wide dissemination of this memorandum is desired.


CECILIA E. VALDERAMA, PhD , CESO VI ✓
Schools Division Superintendent



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ACTIVITY MATRIX
SDO BULACAN TRAINING FOR THE DOWNLOADING OF PAYROLL
PROCESSING OF IMPLEMENTING UNITS - SECONDARY SCHOOLS
June 16 - 18, 2026
Venue: TBA

Time Allotment	Session/Activity	Person In-Charge
Day 1 07:30 - 08:30	Registration of Participants	
08:30 - 09:00	Opening Ceremonies	
09:00 - 09:30	Session 1: Overview and Objectives of the Activity	
09:30 - 10:30	Session 2: Discussion: Brief History on the Downloading Activities in DepEd Region III	
10:30 - 11:15	Session 3: Authorized Salary Deductions, APDS, Roles and Functions of Loan Verifiers, GSIS AAOs and Pag-IBIG Loan Endorsers	
11:15 - 12:00	Session 4: Payroll Section Requirements (Manpower, Equipment, Facilities, Supplies)	
12:00 - 01:00	Lunch Break	
01:00 - 01:45	Session 5: PSU Processes, Roles and Functions of the Data Controller, Computer Operator and Administrative Support	
01:45 - 02:30	Session 6: The FoxPro Payroll Program	
02:30 - 03:00	Session 7: Remittances, Accounting Entries and Related Reports	
03:00 - 03:30	Session 8: Process Flow on the Approval of Payroll Preparation, Readiness Checklist at the School Level	
03:30 - 04:30	Open Forum, Agreements and Ways Forward Installation of FoxPro Program on the Computers/Laptops	



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SECONDARY SCHOOLS PAYROLL PROCESSING TRAINING

No.	IMPLEMENTING UNITS	PRINCIPAL	DATA CONTROLLER AO II/ADAS III/ADAS II	DATA ENCODER AO II/ADAS III/ADAS II
1	NON-RPSU AFG BERNARDINO MTS	ROMAN M. CARREON	OLIVER F. DOMINGO	RIZZA A. PEDROCHE
2	509 AKLE HIGH SCHOOL	Aldvin B. Evangelista, EdD	Aeron Lee C. Baybay	Maricel E. Moralina
3	501 ALEXIS G SANTOS NHS	María Lourdes L. Ramos	Wilson S. Quizon	Mary Grace C. Lopez
4	557 ANGAT NHS	Bernardino S. Facun	Jennifer E. Feliciano	Cherry S. Payumo
5	565 BAJET-CASTILLO HS	Marissa D. Hermogenes	Ana Liza R. Yabut	Eugene C. Garcia
6	502 BALAGTAS AGRI HS	Evangelina S. Cristobal	Pauline Jean E. Del Mundo	Edralyn S. Cruz
7	568 BAMBANG NHS	ROMHEL C. ODOHAN	NOEMI P. CHUA	MARK NINO Q. ZULUETA
8	503 BINAGBAG NHS	Richard C. Bagtas	Iileen B. Marquez	Benedict A. Buenaventura
9	556 BINAGBAG NHS	Virginia S. San Gabriel	Karen P. Sarmiento	Annette Marie B. Cindo
10	506 BUNSURAN NHS	Jesie L. Borja, PhD	María Teresa J. dela Cruz	JEAN MARGARETH J. MANGALILE
11	508 CALAWITAN NHS	Rommel V. Delos Reyes PhD	Aijyne C. Mananguit	Myra V. Aquino
12	540 CALUMPIT NHS	Rosalina DC. Amper	Digna M. Curigal	Faye Gidget M. Laya
13	510 CAMBAOG NHS	Dulce Vilma R. Galang	Mariel C. Iletto	Mary Joy V. Candelaria
14	541 CANIOGAN HS	Evangeline G. Pangan PhD	Arra Jane Peralta	Abigail Daluz
15	524 CARLOS F GONZALES HS	Ceanceno M. Espiritu Jr.	Karen Joy V. Cruz	Mathy V. Salamat
16	567 CATMON NATIONAL HS	Jeffrey DC. Basilio	Mary Grace B. Solano	Annalyn G. Mendoza
17	511 DAMPOL 1ST NHS	Ronald E. Panganiban	Lailani A. Pinote	Annafnel M. Molina
18	512 DAMPOL 2ND NHS	Cynthia P. Dela Cruz	Vincent R. Altamerano	Mylene A. Santos
19	513 DAMPOL 2ND NHS ANNEX - STA. LUCIA	Melannie T. Sangoyo, PhD	María Xenia A. Garcia	Angelica DC. Cayanán
20	514 DAMPOL 2ND NHS ANNEX-STA. PEREGRINA HS	RICO PAULO G. TOLENTINO, PhD	Janice DJ. Casabuena	Maurino A. APolonio Jr.
21	552 DONA CANDELARIA MENESES DUQUE HS	Melissa M. Martin	Marineth S. Salapong	Donald D. Pulumbarit
22	544 DR.FELIPE DE JESUS MHS	Ma. Regina M. Lopez	Emily M.Gutierrez	Laiza D. Tantoco
23	515 FELIZARDO C. LIPANA MHS	IRENE S. VELASCO, PhD	MELODY C. MORANTE	ARIEL L. RAMOS
24	NON-RPSU FORTUNATO F. HALILI NAS	Elsilda P. Bunagan	Anna Ysabelle G. Perez	Janet F. Gutierrez
25	551 FRANCES HIGH SCHOOL	Michael P. Santos	Jonas Reyes	Marlen C. de Jesus
26	558 FVR NHS	Ricardo C. Benis, Jr.	Phia Ann H. Agustin	Ma. Cristina SD. Antonio
27	NON-RPSU GUIGUINTO NATL VOCL SCHOOL	FREDERICK G. DEL ROSARIO	MARIA TERESA S. GONZALES	DANICA MENDOZA
28	519 IBA NHS	Roberto A. Cristobal	Karmina Rizza G. Manalo	Rudy V. Domingo
29	566 JULIAN SUMBILLO NHS	Meriam H. Roldan	Jennylyn L. Pintero	Arlene A. Santiago
30	555 JAIME J VISTAN HS	Roselle D. Gabriel	Regielyn B. Nava	Jobelle B. Bautista
31	545 JOHN J. RUSSELL MHS	Joel A. Cruz	Loriann C. Parulan	Analene DM. Lumagui
32	505 JOSE J MARIANO MNHS	Nerissa V. Bernardo	Lovely Kate A. Espiritu	Aimie Coolin T. Dela Cruz
33	504 LAURA DL HALILI HS	Joy Franklin F. Catimbang	Myrna C. Perez	Catrina Ann C. Perez
34	NON-RPSU LOLOMBOY NHS	Antonina D Santos	Carmelita B. Santos	Ma. Teresa S. Ongcay
35	NON-RPSU MARONQUILLO HS	Odette V. Espiridion	Nerissa SG. Calubayan	Dora Maria S. Navarro
36	507 MASAGANA HS	ROLANDO B. REYES JR.	MARY GRACE DELOS REYES	KARLA CAMILLE MATRE
37	529 MINUYAN NHS	Francisca T. Salvador	Mardy S. Ignacio	Marisol Mangahas
38	563 NORTH HILLS VILL HS	Minerva M. Sikat	María Theresa I. Funtila	Jessica A. Dela Cruz
39	531 NORZAGARAY NHS	Luisito V. de Guzman	Christine Lynnore M. Democrito	Joycelle Anne E. Cruz
40	532 OBANDO NHS	Jocelyn V. Sunga	Jessika N. Pulumbarit	Vicente D. Capiral Jr.
41	NON-RPSU OBANDO SCHOOL OF FISHERIES	Abelardo S. Miranda Jr.	Remedios B. Hababag	Melanie C. Andaya
42	534 PARADA NHS	Rizaldy C. Pidlaon	Regina N. Guilalas	Evelyn S. Rivera
43	543 PARTIDA HS	Joel G. Cayetano, PhD	Analyñ R. Masil	Helen Grace Velasco
44	NON-RPSU PRENZA NHS	Rosauro A. Villanueva	Ellen M. Marcelo	Mario SP. Antonio
45	537 PULONG BUHANGIN NHS	Marissa O. Ramos	Rafael III T. Balagtas	Normilyn D. San Pedro
46	520 RAMONA S TRILLANA HS	Benjamin C. Lizarondo	Jinnella S. Cruz	Majorie S. Santos
47	573 SALAPUNGAN NHS	Rodrigo V. Jacinto Jr.	Janine Lyka B. San Juan	Glenda D. Manota
48	561 SAN FRANCISCO HS	Lolita S. Valerio	Eulalia D. Santos	John Lean Serrano
49	539 SAN ILDEFONSO NHS	Cesar V. Valondo	Lizzeth Juris E. Gantala	Elizabeth C. Climaco
50	542 SAN MIGUEL NHS	Marciano V. Cruz, Jr.	Sheryl DC. Diaz	Czarrah Mae R. De Jesus
51	564 SAN PEDRO HS	Felipa DL. Santiago	Alexandra M. Bonus	Reynaldo Patricio M. Del Rosario
52	NON-RPSU SAN RAFAEL NTS	Jennet A. Manalo	Nerissa SG. Calubayan - OIC ADAS I	Jhon Michael D.A. Alivia - OIC AO I
53	522 SAN ROQUE NHS	Loida G. Rillera	Danilo D. Panganiban Jr	Rafael Paulo R. Reyes
54	516 STA. MARIA NHS	Nancylita C. Cubol	Eloisa Joy S. Malaque	Paula B. Perez
55	525 STA. MONICA HS	Ma. Emerutchie C. Gonzales	Carry C. Pangan	Lorelei B. Pedeglorio
56	523 TAAL HIGH SCHOOL	NERI L. DIZON	JENETTE E. ANDRES	RIZALYN J. SANCHA
57	548 TALIPTIP NHS	Alma M. Magpayo	Mark B. Olleras	María Cecilia C. De Jesus
58	549 TIAONG NHS	EDUARDO T. MAÑAS	JOE MARIE R. LORENZO	MACY T. LANDAYAN
59	550 TIBAGAN NHS	Jaypee DS. Armenion	Cecilia C. Sangalang	Melanie L. Canoa
60	546 VIRGINIA RAMIREZ-CRUZ NHS	Ma. Lourdes C. Valondo	Angelo Carlo S. Antonio	Elvira G. Palad
61	553 VEDASTO SANTIAGO HS	Bienvenido L. Guevarra Jr.	Merly C. Miranda	Kier Joel S. Teodoro
62	562 ENGR. VIRGILIO V. DIONISIO MHS	Eliseo C. Dela Cruz	María Shiela R. Angeles	Michelle T. Esguerra