



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

June 1, 2026

**DIVISION MEMORANDUM**

No. **242** s. 2026

**ANNOUNCEMENT OF VENUE FOR THE 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. Pursuant to Division Memorandum No. 200, s. 2026 titled **Training-Workshop on the Downloading of Payroll to Fiscally Autonomous Secondary Schools on June 16–18, 2026** shall be conducted at **8 Waves Waterpark and Hotel, DRT Highway, Ulingao, San Rafael, Bulacan.**

2 Participants are required to arrive at the venue **not later than 7:00 A.M.** on the first day for registration and the opening program.

3. Please be reminded that **no proxy shall be allowed.** Only the personnel officially designated as **Encoder and Controller** are required to personally attend the three-day training-workshop, as the sessions will involve actual hands-on activities and technical exercises necessary for payroll downloading operations.

To ensure the smooth conduct of the workshop and facilitate all hands-on activities, participants are requested to bring the following materials and equipment:

- USB Flash Drive
- Rewritable CD
- Laptop
- Extension Cord
- Printer (per school)
- Bond Paper
- Pocket Wi-Fi (if available)
- CD-ROM Player (if available)



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⤵ Participants are advised to bring all the required materials for the entire duration of the training-workshop to ensure the efficient conduct of downloading activities and workshop sessions.

⤵ Strict compliance with the schedule is expected. Your punctuality and full cooperation are highly appreciated.

⤵ For information and guidance.

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