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Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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JAN 13 2022

Office of the Regional Director

REGIONAL ADVISORY

No. 005 s., 2022

To: Schools Division Superintendents
Secondary Schools Principals of Implementing Units
(With downloaded Payroll Process)
Chief Administrative Officers for Finance and Administrative Divisions
This Region

**Attention: RPSU Head, Encoders and Verifiers
All DO and IU Payroll Processors**

From: PEDRO MELCHOR M. NATIVIDAD, PhD., CSEE
OIC-Assistant Regional Director
In-Charge of Office

Subject: DEFERMENT IN THE IMPLEMENTATION OF MEMO-OUF-2021-0703 DTD. OCT. 27,
2021 re INTERNAL GUIDELINES ON THE IMPLEMENTATION OF TWICE-A-MONTH
RELEASE OF SALARY TO DEPED PERSONNEL

Date: January 12, 2022

Enclosed is a copy of Memorandum OUF-2022-0012 dated January 11, 2022 issued by Annalyn M. Sevilla, Undersecretary for Finance and Ramon G. Abcede, Assistant Secretary for Finance, DepEd-Central Office, Pasig City, with the subject **"Advisory On The Implementation of Twice-a-Month Release of Salary To DepEd Personnel"**, which is self-explanatory, contents duly noted, for information..

Relative to the issues containing under Par. 1 thereof, implementation of the twice-a-month release of salary to teaching and non-teaching personnel of DepEd (supposedly effective January 2022 payroll) shall be deferred until the same shall have been addressed by the ICTS-SDD with the assistance of this Region.

In this regard, the existing payroll process under the current payroll program/system shall continue to be in effect until further instructions from this Office.

Moreover, integration of the 3rd Tranche Salary Increase to the basic salary rate as of December 31, 2021 shall be effected only as soon as the DBM Implementing Guidelines with the corresponding Salary Schedules is issued and received by this end. Henceforth, all concerned in the preparation of the Notice of Salary Adjustments (NOSA) and the GSIS ARA (Agency Remittance Advice) are hereby directed to already start its processes to avoid delays in the payment of the salary differentials and integration.

For guidance and strict compliance.

Enclosure: as stated

Copy furnished:

The OIC-Regional Director
Chiefs of Functional Divisions
Records Officer
This Office

The Resident Auditor
DepEd-COA IX
Tiguma, Pagadian City



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0012

TO : DIRECTOR ANNE RACHEL C. MIGUEL, Bureau of Human Resource and Organizational Development (BHROD)
DIRECTOR ABRAM Y. C. ABANIL, Information and Communications Technology Service (ICTS)
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : Francis Allen B. Dela Cruz, BHROD-Personnel Division
Maria Clarisse T. Liguas, ICTS-Solutions Development Division (SDD)
Regional Chiefs of Finance and Administrative Divisions
Heads of Regional Payroll Services Unit (RPSU)
Payroll Processors of Implementing Unit (IU) Secondary Schools

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


RAMON FIEL G. ABCEDE
Assistant Secretary for Finance

SUBJECT : ADVISORY ON THE IMPLEMENTATION OF TWICE-A-MONTH
RELEASE OF SALARY TO DEPED PERSONNEL

DATE : JANUARY 11, 2022

1. Relative to the adjusted payroll program being developed by the ICTS-SDD, the following issues were raised to this Office through the RPSUs on December 15, 2021, based on the directives specified in Memorandum OUF-2021-0703 entitled "Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel:"

- 1.1 The system developed will print two payroll registers instead of one. RPSUs are not amenable to printing two payroll registers since the approved budget for the papers (continuous forms) to be used for payroll preparation for the year 2022 is only good for one payroll register; and
- 1.2 Errors were encountered in the generation of files (hash totals) to be submitted to the respective government servicing banks of the regions (i.e., Land Bank of the Philippines, Development Bank of the Philippines, and Philippine Veterans Bank).

2. The above issues are being addressed by the ICTS-SDD, with the assistance of Computer Programmer of Region IX PSU.
3. Please be advised that the directive under Memorandum OUF-2021-0703 shall remain the same. In view of this, the Regional Directors are given the flexibility to decide on the implementation of a twice a month salary starting this January 2022 based on the capability/capacity of their respective RPSUs.
4. For immediate compliance. Thank you.