



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

ADVISORY NO. 373 2025

October 08, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013,
this advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the
information of DepEd officials, personnel/staff, as well as the concerned public.
(Visit www.depedro9.info)

CHANGE OF SCHEDULE FOR SALARY RELEASE

This is to inform all concerned personnel that the **regular schedule for salary release**, previously set on the **7th and 22nd of every month**, has been **adjusted**.

Effective November 2025, the new salary release schedule will be as follows:

- **Every 10th day of the month** – for the **first half salary**
- **Every 25th day of the month** – for the **second half salary**

This adjustment is made **in adherence to the guidelines and processing regulations of the Land Bank of the Philippines (LBP)**. As per LBP's payroll processing procedures, salary crediting to employee accounts occurs within **24 to 48 hours** after the approval of the List of Due and Demandable Accounts Payable (LDDAP) by the agency. The modification aims to prevent delays in salary crediting and ensure a more efficient and timely release of salaries to all personnel and to provide adequate processing time for financial transactions handled through the Land Bank system.

All concerned employees are advised to take note of this new salary release schedule for their financial planning and reference.

For your information and guidance.

ASD/PGL/wmba/Ad
007/October 08, 2025

Digitally signed by Elejorde Gregorio
Cyrus Ricafort
DN: cn=Elejorde Gregorio Cyrus Ricafort,
serialNumber=0176N0045105,
ou=Region IX, o=Department of
Education, c=PH
Date: 2025.10.09 11:26:40 +08'00'

Digitally signed by
Legaspi Ruth
Fuentes
DN: CN=Legaspi
Ruth Fuentes,
SERIALNUMBER=
012BN0045105, O
=DepEd Regional
Office IX, C=PH
Date: 2025.10.09
16:32:34+08'00'



region9@deped.gov.ph
(062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	1 of 1

