



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

07 July 2025


**DIVISION MEMORANDUM**

**No. 329, s. 2025**

**MEETING ON THE DECONCENTRATION OF PAYROLL PREPARATION TO THE  
SECONDARY SCHOOLS IMPLEMENTING UNITS**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the Regional Memorandum No. 306, s. 2025, Training Workshop on the Decentralization of Payroll Preparation to the Secondary Schools – Implementing Units, this Division will facilitate a meeting with the Division’s Implementing Units Personnel –Administrative Assistant III (Bookkeeper) or its representative, on July 08, 2025 at eight o’clock in the morning at Bauan Technical Integrated High School, Pedro Munoz Street, Bauan, Batangas.
2. The agenda of the orientation are as follows:
  - 2.1 Addressed concern on the detailed process of payroll preparation up to the printing of payroll and payslips
  - 2.2 Ensure the correctness of the inputs in the payroll database; and
  - 2.3 Ensure the timely release of salaries of the DepEd personnel within their respective jurisdiction.
- 3 Participants are advised to bring laptop, extension cord and any source of internet connection during the simulation.
- 4 Expenses relative to the conduct of this activity shall be charge against School MOOE funds subject to the usual accounting and auditing rules and regulations.
- 5 This memorandum serves as Travel Order for the participants.
- 6 Wide dissemination and strict compliance to this memorandum are enjoined.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

*JBP/ Meeting with Impementing Units – Payroll Deconcentration/  
R2-144658/ 07/07/2025*



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