



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

29 APRIL 2024

DIVISION MEMORANDUM
No. **290** s. 2024

**ORIENTATION WORKSHOP ON THE DOWNLOADING OF PAYROLL PREPARATION
FROM REGIONAL OFFICE (RO) TO THE SCHOOLS DIVISION OFFICE (SDO)**

To: Select Division Office Personnel
All Others Concerned

- Pursuant to Republic Act No. 9155 titled "Governance of Basic Education Act of 2001," the schools division office shall plan and manage the effective and efficient use of all personnel, physical and fiscal resources of the division, including professional staff development. Likewise, it is accountable in monitoring the utilization of funds provided by the national government and the local government units to the schools and learning centers.
- Aligned with the MATATAG Agenda of the Department of Education particularly in giving support to teachers to teach better through decentralizing and rationalizing the policies, processes, and procedures of payroll preparation at the division office to ensure an efficient release of salaries and other benefits to the teaching and non-teaching personnel, this Office kickstarts the downloading of Payroll Preparation and its Processes from Regional Office to the Schools Division Office of Misamis Oriental.
- This office shall provide an enabling mechanism for the different functional offices, sections and units to ascertain human preparedness and to facilitate the seamless transition of payroll preparation.
- To be eligible for the downloading of payroll, the Schools Division Office (SDO) shall conduct an Orientation Workshop on the Downloading of Payroll Preparation from Regional Office to Schools Division Office on May 8-10, 2024. The venue shall be announced in a separate memorandum.
- Target participants are invited resource persons from SDO South Cotabato and the select Division Office personnel.
- To further ensure a smooth transition of the process, the Division Payroll Coordination and Implementation Committee is hereby created and shall be composed of the following personnel:

Name	Designation	Position
Mark Lorren T. Tejano	AO V-Finance, Budget Officer	Chairman
Janice Lourdes S. Resurreccion	AO V-Admin	Co-Chairman



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Atty. Elmar G. Anoc, CPA, JD	Accountant III	<i>Vice-Chairman</i>
Melanice C. Estenzo	AO IV - HRMO	<i>Member</i>
Shayne Yannah M. Frias	AO III - Cashier I	<i>Member</i>
Marrisa Fay S. Jadap	AO IV - Cashier II	<i>Member</i>
Kristoffer C. Galarpe	AO II, Budget Section	<i>Member</i>
Peter June R. Chan	ADAS III, Accounting Section	<i>Member</i>
Catherine S. Manuta	AO II, Payroll Section	<i>Member</i>

7. Meals, snacks and accommodation shall be provided by the Division Office chargeable from the GAS-Proper MOOE fund, subject to the usual accounting, budgeting and auditing rules and regulations.

8. Enclosed are the following annexes for reference:

Annex A: List of Participants and TWG

Annex B: Training Matrix

9. Wide dissemination of this memorandum is desired.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Enclosure: As stated

Reference: Republic Act No. 9155; MATATAG Agenda

To be indicated in the Perpetual Index
under the subject:

HUMAN RESOURCE
PERSONNEL

PAYROLL SYSTEM
FINANCE

FINANCE | mlt



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