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DATE: 06 MAR 2017

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga Del Norte
Estaka, Dipolog City

DIVISION MEMORANDUM

No. 065 s. 2017

To: **School Principals of Implementing Units**

From: **NATIVIDAD P. BAYUBAY, CESO VI**
Officer In-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF REQUEST FOR THE "IMPLEMENTATION OF THE SCHOOL-BASED PAYROLL PREPARATION"**

Date: **March 6, 2017**

1. In line with the compliance of the "**Implementation of the School-Based Payroll Preparation**" as reiterated in DepEd Order No. 30, s. 2011, supported by Regional letter of June 14, 2011 and Unnumbered Memorandum dated November 16, 2012, this division directs all principals of **Implementing Units** to submit their request with supporting documents as enumerated in the above mentioned *DepEd Order* and *Unnumbered Memorandum* before April 30, 2017.

2. The chief of Finance Division of the Regional Office shall determine the capacity of the school to prepare a school-based payroll as provided in the guidelines, thus the initial action shall come from the requesting School Principal.

3. Refer to paragraphs 2 and 4 of the Unnumbered Regional Memorandum dated February 24, 2017 as enclosed.

4. For your information, guidance and strict compliance.



DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Pagadian City



Office of the Regional Director

February 24, 2017

MEMORANDUM TO:

All Schools Divisions Superintendents
Schools Principals/TICs of Implementing Units
All Others Concerned
This Region


This is to reiterate compliance of Regional Letter dated June 14, 2011 and Unnumbered Memorandum dated November 16, 2012, copies enclosed, which disseminated DepEd Order No. 30, s. 2011 with the subject "Implementation of School-based Payroll Preparation", copy is likewise enclosed, and further enumerating additional requirements for the transfer of payroll preparation to Implementing Units, respectively.

Consistent with the above DepEd Order, the Chief of the Finance Division has to determine the capacity of the school to prepare a school-based payroll and to execute the provisions of par. 2 thereof, however, this could not be done unless Paragraph 3 of the same is duly complied with by the Secondary School Principals. Henceforth, initial action should emanate from the requesting Secondary School Principal for this end to have basis in the downloading of the school-based payroll program.

The Principal of Liloy NHS under Zamboanga del Norte Division has signified the intention for the said downloading, thus was advised to submit his official request, but to this date there is no request received by this Office.

Premised on the foregoing, Implementing Units are given up to April 30, 2017 to submit their request with supporting documents as enumerated in DepEd Order No. 30 and Unnumbered Memo dated November 16, 2012, otherwise, this Office will be constraint to download the school-based payroll program to their end, whether they are interested or not.

For information and strict compliance.


Dr. ISABELITA M. BORRES, CESO III
Regional Director

Copy furnished:

The Resident Auditor
This Office