



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

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Office of the Regional Director

ADVISORY

**TO : Private Lending Institutions under APDS
Government Financial Institutions under APDS**

From : DR. RUTH L. FUENTES, CESO V
Director IV
Regional Director

**Subject: : IMPLEMENTATION OF ADJUSTED PAYROLL PROCESSES FOR THE
TWICE-A-MONTH RELEASE OF SALARY FOR TEACHING & NON-
TEACHING PERSONNEL.**

Date : January 31, 2022

Enclosed is a copy of the adjusted payroll process duly prepared by the APDS task force through Elizabeth B. Tatel, Chief – Budget & Finance Division, DepEd Regional Office IX, Regional Center, Balintawak, Pagadian City, with the contents duly noted, for information and dissemination.

Relative to the **implementation of the twice-a-month release of salary** to teaching and non-teaching personnel of DepEd, the adjusted payroll process under the current payroll program/system **shall take effect on February 2022.**

For guidance and strict compliance.

Enclosure: as stated

Copy furnished:

APDS Task Force
Chiefs of Functional Divisions
Records Officer
This Office

The Resident Auditor
COA IX
Tiguma, Pagadian City

ORD-ADMIN-PER-RA-2022-03

EAA



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CERTIFICATE NO.
CP000499Q

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PAYROLL PROCESS	SCHEDULE
a. Inclusion of monthly payroll worksheet and Report of Service (FORM 7)	On or before the 7 th day of the month
b. Updating of Mandatory Deductions (GSIS, Pag-IBIG and Philhealth Premiums)	On or before the 7 th day of the month
c. Update of the payroll database: 1.) Inclusion of the newly hired personnel 2.) Adjustment of salaries due to promotions/step increment 3.) Updating of names, stations and other payrolls records	On or before the 7 th day of the month
<p>d. Inclusion of the following:</p> <p>1.1 GFIs (GSIS, Pag-IBIG and Landbank of the Philippines)</p> <p>1.2 DepEd Provident Fund</p> <p>1.3 APDS accredited entities</p> <p><i>NOTE: Deadline for Acceptance of Billings in on the 3rd day of the month</i></p> <p>Reminder: All loan amortizations to be incorporated in the payroll must undergo the verification process by the DepED Verifiers, to ensure the implementation of NTHP requirement per GAA.</p> <p>2. Obligation due to DepEd, if any, such as payment of unliquidated cash advances, Disallowances as decreed in a final and executory decision of COA and others</p>	<p>8th day to the 13th day of the month</p> <p>Detailed Process:</p> <p><i>Up to the 4th day</i> - Forward the pre-audited billings (Soft and Hard Copies) to assigned Division Encoders.</p> <p><i>5th to 10th day</i> – Encoding/Updating of Payroll Files</p> <p><i>10th day</i> – Email softcopy of Payroll Files (Mastfiles/Dedfiles/Payrolls/Payroll/Payfile/RDED) to Payroll Accountant, cc: Verifiers and Payroll Programmer for checking and Final Audit</p> <p><i>12th to 13th day</i>– Returned the Pre-audited files to RPSU Encoders for generation, printing and processing of documents</p>
e. Generation, printing and processing of the following documents: 1.) payrolls; 2.) Summary of Disbursement Report (SDR); and 3.) Hash Totals	8 th day to the 13 th day of the month
f. Releasing of SDR and Hash Totals to SDOs	8 th day to the 13 th day of the month
g. Submission of Hash Totals to the GSB (Net Take Home Pay)	<p>For the 15th salary-14th of every month</p> <p>For the 30th salary – 29th of every month</p> <p>Note: Payroll processors are not prohibited to submit earlier the Hash Totals to the GSBs should these periods fall on a weekend</p>
h. Printing of payslips	3 rd week of the month

i. Releasing of payrolls and payslips to SDOs	Last week of the month
j. Processing monthly remittances to: <ol style="list-style-type: none"> <li data-bbox="323 393 805 426">1. GFIs including DepEd Provident Fund <li data-bbox="323 533 657 566">2. APDS accredited entities <li data-bbox="323 672 823 738">3. Service Fees deducted from account of APDS accredited private entities <li data-bbox="323 844 815 1004">4. Obligations due to DepEd such as payment of unliquidated cash advances, Disallowances as decreed in a final and executory decision of COA and others 	<p data-bbox="858 404 1433 471">Must be released to concerned GFIs on or before 10th day of the succeeding payroll month</p> <p data-bbox="858 510 1433 577">Must be released to concerned entities within 30 days after each payroll month</p> <p data-bbox="858 617 1433 683">Must be deposited to the Bureau of the Treasury within 30 days after each payroll month</p> <p data-bbox="858 723 1433 789">Must be deposited to the Bureau of the Treasury on the succeeding month</p>