MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

SYNCHRONIZED SCHEDULE OF RELEASING OF SALARIES
AND PAYROLL PROCESSING CONCERNS

Please see attached Regional Memorandum No. NCR-2019-69, with the same title, contents of which is self-explanatory.

Particular attention is invited to No. 3 of same Memorandum, which states that those intending to retire shall be submitted three (3) months before the retirement. In this light, this Office, is requesting that retiring personnel should submit pertinent documents earlier than that prescribed by DepEd-NCR.

Immediate and wide dissemination is highly enjoined.

JOEL T. TORRECAMPO
Officer In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
REGIONAL MEMORANDUM
NO. NCR-2019-

TO: Schools Division Superintendents

FROM: WILFREDO E. CABRAL
       Officer-in-Charge
       Office of the Regional Director

SUBJECT: Synchronized Schedule of Releasing of Salaries and Payroll Processing Concerns

DATE: May 22, 2019

1. This Office received information that Divisions release salaries of teaching and other personnel on different dates thus bringing in complaints/comparison from them. Accordingly, the following policies shall be observed:
   1.1 The salaries of teachers should be credited and made available to their accounts every 22nd of the month.
   1.2 If the 22nd day of the month falls on Saturdays/ Sundays or holidays, deposit to their accounts should be done on the working day prior to such non-working days.
   1.3 No Division should release salaries earlier than the 22nd of the month except as stated in the preceding paragraph.

2. It is also observed that there are still overpayment of salaries and over remittances to other agencies due to non-compliance to the instructions given in the submission of E-form 7 and the non-compliance to the Unnumbered Memorandum of this Office dated December 4, 2017. To avoid disallowance, Personnel Officers shall submit the complete and accurate E-Form 7 data for payroll processing on time.
   2.1. The updating of the record of attendance through the E-Form 7 shall be downloaded to the Divisions that have started the processing of their payroll.

3. Personnel Officers except for the Divisions of Manila, Quezon City and Makati City are advised to submit to the RPSU list of retiring teachers and school personnel three (3) months before the retirement. Also, the RPSU shall immediately be informed of the resignation or leave without pay of employees.

4. For information and strict compliance.