

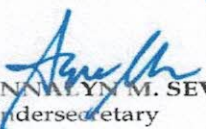



Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
 OUF-2021-0703

TO : DIRECTOR ANNE RACHEL C. MIGUEL, Bureau of Human Resource and Organizational Development
 DIRECTOR ABRAM Y.C. ABANIL, Information and Communications Technology
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : Mr. Francis Allen B. Dela Cruz, Personnel Division
 Ms. Maria Clarisse T. Ligunas, Solutions Development Division
 Regional Chiefs of Finance and Administrative Division
 Heads of Regional Payroll Services Unit
 Payroll Processors of Implementing Unit (IU) Secondary School

FROM : 
 ANNALYN M. SEVILLA
 Undersecretary


 RAMON FIEL G. ABCEDE
 Assistant Secretary


SUBJECT : INTERNAL GUIDELINES ON THE IMPLEMENTATION OF TWICE-A-MONTH RELEASE OF SALARY TO DEPED PERSONNEL

DATE : October 27, 2021

1. Secretary Leonor Magtolis Briones approved the implementation of the twice-a-month release of the salaries of DepEd personnel nationwide upon the recommendation of the DepEd Central Office APDS Task Force through APDS Task Force Resolution No. 06, s. 2021 entitled "A Resolution Recommending the Approval to Utilize the Existing FoxPro Program of Regional Offices that Implement the Twice A Month Salary Releases to DepEd Regional Office Proper."

2. To implement the salary release arrangement the internal guidelines below shall be observed by all DepEd Payroll Services Units in the preparation of monthly payroll which will reckon nationwide by **January 2022** in consideration of other activities such as the tax

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 Telephone No.: (02) 8633-9342; F



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DEPARTMENT OF EDUCATION
 RECORDS SECTION REGIONAL OFFICE - CAR

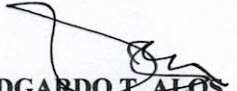
NOV 05 2021

November 5, 2021

To : Schools Division Superintendents
 School Heads
 All Others Concerned

For information, dissemination, guidance, and compliance.

FOR THE REGIONAL DIRECTOR:


EDGARDO T. ALOS
 Chief Administrative Officer
 Administrative Division

Admin/ETA/CDAD/jenny



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FROM : 
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Undersecretary


RAMON FIEL G. ABCEDE
Assistant Secretary

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2. To implement the salary release arrangement the internal guidelines below shall be observed by all DepEd Payroll Services Units in the preparation of monthly payroll which will reckon nationwide by **January 2022** in consideration of other activities such as the tax



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adjustments on payrolls and coordination with the concerned Government Servicing Bank (GSB). However, this will not preclude the regions to implement it earlier either in November or December 2021:

- 2.1 The release of salaries of teachers and employees on a twice-a-month basis shall be implemented using the existing FoxPro payroll program for payrolls prepared in the RPSU, subject to necessary adjustments by the SDD-ICTS on the payslips wherein the Net Take Home Pay (NTHP) shall be equally divided into two (2), except for the centavos which will be credited on the 30th day of the payroll month. The Heads of RPSUs are instructed to directly coordinate with the SDD-ICTS on the necessary adjustments on the payroll program;
 - 2.2 The Hash Totals to be submitted to the respective GSBs shall likewise be split into two (2). All implementing units must inform their GSB counterparts in advance for this purpose;
 - 2.3 **Schedule of salary releases shall be every 15th and 30th day of the month** to provide ample time for the processing of Form 7 and other salaries/employee profile adjustments to be submitted by the Schools Divisions. These documents must be submitted by the Head of the Administrative Unit of the SDO to the RPSU on or before the 7th day of the month;
 - 2.4 All implementing unit secondary schools (IU-SS), whether using FoxPro, MS Excel, or any payroll program, shall likewise implement the twice-a-month salary releases starting January 2022 or earlier; and
 - 2.5 Schedule of monthly remittances to BIR, Philhealth, GSIS, Pag-IBIG, Land Bank of the Philippines, DepEd Provident Fund, and other private entities shall remain the same.
3. Ideal timelines of the payroll process are shown below.

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. Updating of Payroll database: 1. Inclusion of the newly hired personnel 2. Adjustment of salaries due to promotions/step increment	On or before the 7 th day of the month



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

Payroll Process	Schedule
3. Updating of names, stations, and other payroll records	
d. Inclusion of the following: 1. Deduction billings granted by: 1.1 GFIs (GSIS, Pag-IBIG, and Landbank of the Philippines) 1.2 DepEd Provident Fund 1.3 APDS accredited entities 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. 2. Obligations 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	On or before the 7 th day of the month
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 13 th day of the month
f. Releasing of SDR and Hash Totals to SDOs	8 th day to 13 th day of the month
g. Submission of Hash Totals to the GSB (Net Take Home Pay)	For the 15 th salary – 14 th of every month For the 30 th salary – 29 th of every month Note: Payroll processors are not prohibited to submit earlier the Hash Totals to the GSBs, should these periods fall on a weekend.
h. Printing of payslips	3 rd week of the month



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Payroll Process	Schedule
i. Release of payrolls and payslips to SDOs	Last week of the month
j. Processing of monthly remittances to: 1. GFIs including DepEd Provident Fund 2. APDS accredited entities 3. Service Fees deducted from the accounts of APDS accredited private entities 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.	Must be released to concerned GFIs on or before 10 th day of the succeeding payroll month Must be released to concerned entities within 30 days after each payroll month Must be deposited to the Bureau of the Treasury within 30 days after each payroll month Must be deposited to the Bureau of Treasury on the succeeding month

5. Salary overpayments collected over-the-counter with issued Official Receipt from the retired, resigned, and separated employees must be immediately deposited to the Bureau of Treasury.

6. All payroll processors are not precluded to adjust earlier the schedule per process, especially those regions with a large number of employees to be serviced, provided the release of salary every 15th and 30th day of the month shall be strictly followed.

7. The heads of each governance level from the regions, schools divisions, and IU-SS shall be responsible for the fulfillment of this undertaking.

8. Immediate compliance with and dissemination of this Memorandum is directed.