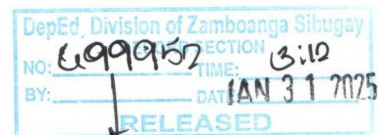




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



28 January 2025

DIVISION MEMORANDUM

NO. 044, s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM No. 032, S. 2025 DATED
JANUARY 22, 2025, RE: FULL IMPLEMENTATION OF PAYROLL
PROCESSING IN THE SCHOOLS DIVISION OFFICE OF ZAMBOANGA
SIBUGAY**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
District In-Charge
Division Loan Verifiers
Designated Loan Verifiers (Implementing Schools)
All Administrative Officers
All Others Concerned
This Division

1. Enclosed is a copy of Regional Memorandum No. 032, s.2025 dated January 22, 2025, which is self-explanatory, contents duly noted, for the information and guidance of all concerned.
2. Attention is hereby invited to paragraph 1 stating the effectivity or implementation of this memorandum.
3. Immediate dissemination of the content of this memorandum is hereby enjoined.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Encl: As stated
Reference: Memorandum No. 032, s.2025

To be indicated in the Perpetual Index under the following subjects:
PAYROLL PROCESSING

ZS-DM-OSDS-PER-2025-01-009-0
RRAR-20250130



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

DEPARTMENT OF EDUCATION
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA
 541
 JAN 23 2025

Office of the Regional Director

January 22, 2025

REGIONAL MEMORANDUM

ASD-2025- 032

**FULL IMPLEMENTATION OF PAYROLL PROCESSING IN THE
 SCHOOLS DIVISION OFFICE OF ZAMBOANGA SIBUGAY**

To: The Schools Division Superintendent
 Zamboanga Sibugay Division
 All Others Concerned
 This Region

1. To effectively and efficiently manage the payroll preparations and processing in the Division Office of Zamboanga Sibugay, the full implementation of payroll processing services in the said division will start effective **February, 2025**.
2. Anent thereto, the Schools Division Superintendent shall ensure the timely release of salaries of the DepEd personnel within its jurisdiction as well as the remittances of both Government Financial Institutions (GFIs) and Private Lending Institutions (PLIs) and Insurance Companies.
3. Any request for technical assistance from regional payroll personnel in the future shall require written letter request to be approved by the Office of the Regional Director through the Administrative Services Division.
4. For the information, guidance and compliance of all concerned.

Digitally signed by Legaspi Ruth Fuentes
 DN: CN=Legaspi Ruth Fuentes,
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 DepEd Regional Office IX, C=PH
 Reason: I am the author of this
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DR. RUTH L. FUENTES, CESO III
 Regional Director

ASD/RMD/cga/RM
 003/January 22, 2025



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