



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2025- 280

TO : **MELANY T. BUNTAG, JD, LTE**
Administrative Officer IV

FROM : **WILFREDA D. BONGALOS PhD CESO V**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **CAPACITY BUILDING AND ORIENTATION FOR THE SCHOOL
ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS
(SOSSS) BATCH 1 & 2**

DATE : December 8, 2025

1. In reference to DM-OUHROD-2025-3251, the Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct a **Capacity Building and Orientation for the School Organizational Structure and Staffing (SOSSS)**, on **December 9-11, 2025 (Batch 1)**, and **December 11-13, 2025 (Batch 2)** (within NCR).
2. In line with this, you are hereby directed to participate in the said activity.
3. Expenses such as transportation and incidental expenses relative to the conduct of the said activity shall be charged against Division MOOE, subject to the existing accounting and auditing rules and regulations.
4. For more details, see attached communication.
5. For your information, guidance, and compliance.

WDB/JAAL/ADMIN/ATM/JKCC



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Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

November 12, 2025

ADVISORY

**FOR : REGIONAL DIRECTORS - REGIONS VI, VII, VIII AND NIR
SCHOOLS DIVISION OFFICES OF REGIONS CONCERNED
APDS VERIFIERS
ALL OTHERS CONCERNED**

Subject: **FINAL VENUE OF THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2)
UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTER 3)**

The Department of Education (DepEd), through the Finance Service – Employee Account Management Division (FS-EAMD) under the Automatic Payroll Deduction System (APDS), hereby issues the advisory on the designated venue for the Cluster 3 for the conduct of the Roll-out of the Modified Verifier's Ledger (v.2).

The activity aims to orient all concerned verifiers on the enhanced features of the Modified Verifier's Ledger and provide updates on the implementation of the Automatic Payroll Deduction System (APDS). The details are as follows:

REGIONS	DATE	VENUE
VI, VII, VIII and NIR	December 01-03, 2025	Water World Hotel UN Avenue, Brgy. Opao, Mandaue City, Cebu

All participants are advised to **bring their updated verifier's ledger, laptop installed with Adobe Acrobat and Microsoft 365, and other necessary documents or materials** as previously indicated in the initial invitation memorandum, for the hands-on activities during the program.

For questions and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 09167327205.

For your information and dissemination,


ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
Employee Account Management Division



Address: 17th Floor Techzone Building, Makati City
Telephone Nos.: (02) 8633-7248
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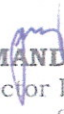
Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

MEMORANDUM

November 11, 2025

FSOD-2025- 279

TO : All Regional Directors
All Others Concerned

FROM :  **ARMANDO C. RUIZ**
Director IV
Finance Service

SUBJECT : **CLARIFICATION ON THE ATTENDEES/PARTICIPANTS TO THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)**

This refers to the Memorandum dated October 20, 2025 issued by the undersigned inviting all designated verifiers to participate in the *Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)*.

This roll-out aims to present the enhanced Net Take Home Pay (NTHP) verification system, which incorporates additional improvements and inputs gathered during the pilot testing conducted with the selected verifiers in Regions IV-A and NCR, to ensure more accurate processing and full compliance with established payroll policies and procedures.

In this regard, this Office hereby defines the designation of the participants allowed to attend the workshop as follows:

1. Each Regional Office Proper may send up to (4) participants only with any of the following designations:
 - a. APDS Verifier
 - b. RPSU Head or Staff
 - c. Information Technology (IT) Officers or Programmers
 - d. Members of the Regional APDS Task Force
2. Each Schools Division Office (SDO) may send up to two (2) participants only, designated as APDS verifiers.

For further inquiries, you may contact Finance Service – Employee Account Management Division (FS-EAMD) at fs.eamd@deped.gov.ph.

For immediate dissemination and appropriate action.





Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

MEMORANDUM
October 20, 2025
FSOD-2025- _____

FOR : **Office of the Director IV, Bureau of Human Resource and Organizational Development (BHROD)**
Office of the Director for Information and Communication Technology Service (ICTS)
All DepEd Regional Directors
All Schools Division Superintendents
Chief Administrative Officers of Administrative Unit
Heads of Regional Payroll Services Unit (RPSU)
Regional Information Technology Officers/Programmers
APDS Verifiers of Selected SDOs
All Others Concerned

FROM : **ARMANDO C. RUIZ**
Director IV, Finance Service

SUBJECT : **ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)**

The Finance Service-Employee Account Management Division (FS-EAMD) through its Automatic Payroll Deduction System (APDS), hereby invites all designated verifiers to participate in the conduct of the *Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)* which will be held on the following schedule:

CLUSTER	REGIONS	DATE
1	I, II, III and CAR	November 23-25, 2025
2	IV-A, MIMAROPA, V and NCR	November 24-26, 2025
3	VI, VII, VIII and NIR	November 12-14, 2025
4	IX, X, XI, XII and CARAGA	November 19-21, 2025

The final venue shall be issued through a separate advisory.

This activity addresses reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.

Following the pilot testing conducted with the selected verifiers in Regions IV-A and NCR—and subsequent revisions based on its findings—this roll-out will present the enhanced NTHP verification system. The updated system incorporates additional improvements and inputs to ensure more accurate processing and full compliance with established payroll policies and procedures.



The Participants to this activity shall be those directly involved in the verifier's ledger process and will be assigned to train other verifiers in their respective regions and divisions, as follows:

- **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
 - a. APDS Verifier
 - b. RPSU Head or Staff
 - c. Information Technology (IT) Officers or Programmers
- **Each Schools Division Office (SDO) may send at least two (2) participants**, designated as APDS Verifiers.

Moreover, please be guided by the following details:

1. Please bring laptop, extension cord and documents/files such as:
 - a. Latest copy of their **Verifier's Ledger**;
 - b. Copy of the **updated list of active payees and corresponding deduction codes**; and
 - c. Other pertinent documents related to payroll verification and deductions.
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
2. Travel expenses shall be charged against the participant's local funds, subject to existing accounting, and auditing rules and regulations.
3. The first meal on Day 0 will be Dinner, and the last meal to be served is Lunch.

CLUSTER	DATE (DAY 0)
1	November 23, 2025
2	November 24, 2025
3	November 12, 2025
4	November 19, 2025

4. Travel Authority shall be prepared individually or per office, depending on the office's internal arrangements.
5. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and make necessary adjustments.

We highly appreciate your active participation in this initiative. Kindly confirm your attendance by completing the registration form on or before November 03, 2025 through the following link:

CLUSTER	REGIONS	LINK
1	I, II, III and CAR	https://tinyurl.com/Roll-out-Cluster-1
2	IV A, MIMAROPA, V and NCR	https://tinyurl.com/Roll-out-Cluster-2
3	VI, VII, VIII and NIR	https://tinyurl.com/Roll-out-Cluster-3
4	IX, X, XI, XII and CARAGA	https://tinyurl.com/Roll-out-Cluster-4

Attached is the Program of Activities for the said event.

For further inquiries, you may contact the EAMD at fs.eamd@deped.gov.ph, attention Ms. Gwyneth Salvador.

For immediate dissemination and appropriate action.



Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

November 06, 2025

ADVISORY

**TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION OFFICES
APDS VERIFIERS
ALL OTHERS CONCERNED**

**Subject: FINAL VENUE OF THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2)
UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS I, II
AND IV)**

The Department of Education (DepEd), through the Finance Service – Employee Account Management Division (FS-EAMD) under the Automatic Payroll Deduction System (APDS), hereby issues the advisory on the designated venues per cluster for the conduct of the Roll-out of the Modified Verifier's Ledger (v.2).

The activity aims to orient all concerned verifiers on the enhanced features of the Modified Verifier's Ledger and provide updates on the implementation of the Automatic Payroll Deduction System (APDS). The details per cluster are as follows:

CLUSTER	REGIONS	DATE	VENUE
I	I,II,III and CAR	Nov. 23-25, 2025	Ace Hotel and Suites, Pasig City
II	IV-A, MIMAROPA, V and NCR	Nov. 24-26, 2025	Ace Hotel and Suites, Pasig City
IV	IX, X, XI, XII and CARAGA	Nov. 19-21, 2025	East Asia Royale Hotel, General Santos City

A separate advisory will be issued for the Cluster 3.

All participants are advised to **bring their updated verifier's ledger, laptop installed with Adobe Acrobat and Microsoft 365, and other necessary documents or materials** as previously indicated in the initial invitation memorandum, for the hands-on activities during the program.

For queries and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 0916-7327205.


ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
Employee Account Management Division



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Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

November 06, 2025

ADVISORY

**TO : REGIONAL DIRECTORS OF REGIONS VI, VII, VIII AND NIR
ALL SCHOOLS DIVISION SUPERINTENDENTS CONCERNED
APDS VERIFIERS
ALL OTHERS CONCERNED**

**Subject: ADVISORY ON THE RE-SCHEDULING OF THE ROLL-OUT OF THE
MODIFIED VERIFIER'S LEDGER V.2 - CLUSTER 3**

In light of the impact of Typhoon Tino and the expected Super Typhoon, please be informed that the Cluster 3 Roll-Out of the Modified Verifier's Ledger v.2 has been **rescheduled from November 12-14, 2025 to December 01-03, 2025**.

The Finance Service through the Employee Account Management Division (EAMD) recognizes the challenges being faced by our colleagues from the regional, schools division offices and implementing units during this time. The adjustment in schedule aims to prioritize everyone's safety and well-being, and to allow sufficient time for affected offices to recover and prepare for the activity.

We extend our understanding and support to all colleagues in the affected areas and appreciate your continued commitment and cooperation. The final venue for the activity will be announced in a separate communication.

For queries and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 0916-7327205.

Please continue to take necessary precautions and keep safe.

For information and guidance.


ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
Employee Account Management Division



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