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

Office of the Schools Division Superintendent

May 7, 2026

DIVISION MEMORANDUM
OSDS-2026-__082_____

To: Aquilino T. Milar Jr.
Brendalou D. Arancana
Joanalli O. Intia
Elainie C. Centino
Maria Maximina L. Babiano
Michelle T. Sagaral
Kent Chadric H. Evasco
Rey Kallen A. Rapirap
Marianne P. Calipes

ORIENTATION ON AUTOMATED PAYROLL SYSTEM

1. In line with the proposed Downloading of Payroll Services in the Schools Division Office of Tagbilaran City, this Office is directing the above-cited names to attend the Orientation on Automated Payroll System at the Department of Education (DepEd) Regional Payroll System Unit (RPSU), Sudlon, Lahug, Cebu City on May 11, 2026 at 8:00 o'clock in the morning.

2. This activity is aimed to:
   a. familiarize participants with the features, functions, and workflow of the FoxPro-based automated payroll system;
   b. enhance the capability of payroll and accounting personnel in encoding, updating, and maintaining employee payroll records accurately; and
   c. ensure proper generation and verification of payroll reports, deductions, and remittances using the system.

3. All expenses related to the conduct of said activity shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

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