



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

**Office of the Schools Division  
Superintendent**

June 9, 2026

DIVISION MEMORANDUM  
OSDS-2026- 103

To: Aquilino T. Milar Jr.  
Brendalou D. Arancana  
Joanalli O. Intia

Jose C. Mariñas III  
Marianne P. Calipes  
Elainie C. Centino

**SIMULATION OF PAYROLL PROCESSING IN DEPED REGIONAL OFFICE VII**

1. In line with the proposed downloading of Payroll Services to the Schools Division Office of Tagbilaran City, the personnel whose names appear above are hereby directed to attend the **Simulation of Payroll Processing** to be conducted at the **Regional Payroll System Unit (RPSU), Department of Education Regional Office VII**, located in Sudlon, Lahug, Cebu City, on **June 15–16, 2026**.
2. This activity aims to provide participants with hands-on experience and practical understanding of the payroll processes in preparation for the transfer and implementation of payroll services at the division level.
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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