



December 3, 2019



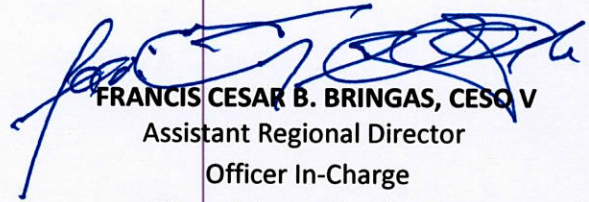
REGIONAL MEMORANDUM

No. 811, s. 2019

URGENT CALL-UP FOR ALL SCHOOLS DIVISION PAYROLL IN-CHARGE

TO: Schools Division Superintendents
Payroll In-Charge
This Region

1. The Department of Education through the Regional Payroll Services Unit (RPSU) has been on the process of preparing salaries and benefit computation, adjustments to appropriately determine the accurate tax due for each officials and employee of the Department;
2. Anent thereto, all Schools Division Office Payroll In-Charge are requested to report to the Regional Payroll Services Unit from December 4-6, 2019 and bring the following:
 - a. Data on salaries and other benefits released by SDO's for CY 2019;
 - b. Data on Clothing Allowance, Mid-Year Bonus, Cash Gift and Year-End Bonus released by SDO's; and
 - c. Data on Newly- Hired Teacher's salaries and other mandatory deductions to include the date of appointment and the cut-off date prior to their inclusion in the RPSU.
3. For your information and guidance.



FRANCIS CESAR B. BRINGAS, CESO V
Assistant Regional Director
Officer In-Charge
Office of the Regional Director



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