



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**  
 Wangal, La Trinidad, Benguet, 2601  
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REGIONAL MEMORANDUM  
 No. 094-2018



TO : All Schools Division Superintendent  
 All Concerned

FROM : *M* MAY B. ECLAR, Ph.D., CESO V  
 Officer-In-Charge  
 Office of the Regional Director

SUBJECT: REMITTANCE OF SALARY PAYROLL DEDUCTIONS

DATE : March 12, 2018

1. Relative to COA Audit Observation Memorandum for calendar year 2017, the Total Salary Payroll Deductions (GSIS, Philhealth, Pag-ibig and PLIs) computed by the Payroll Services Unit do not tally with the remittances deposited by the Division Offices.
2. It was observed that some Schools Division Offices deposited less than the total amount of salary payroll deductions for a certain month and sometimes more than the total amount in the succeeding months resulting to a discrepancy on the total amount of salary payroll deductions deposited.
3. Per COA recommendation any over deposit on the total amount of salary payroll deductions shall no longer be used to fund the salary payroll deductions this calendar year 2018.
4. In view of the above, Division Offices are advised to deposit the total amount corresponding to the total of the salary payroll deductions computed by the payroll services unit on a given month/period.
5. For information, guidance and compliance.

ADMIN/eta

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