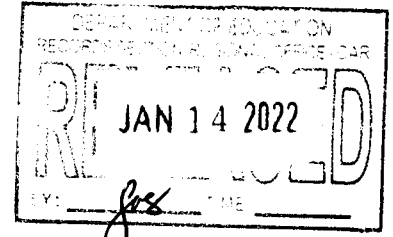




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

January 12, 2021

REGIONAL MEMORANDUM
No. 015-2022



ADVISORY ON THE TWICE-A-MONTH RELEASE OF SALARY TO DEPED PERSONNEL

To: Schools Division Superintendents
School Heads
Division Administrative Officers and
Human Resource Officers
Division Office accountants and Budget Officers
All concerned

1. This has reference to the Implementation of the Twice-A-Month release of salaries to DepEd personnel. The DepEd Central Office issued Memorandum OUF-2022-0012, copy attached, dated January 11, 2022 stating, among others, that:
 - a. the adjusted payroll program developed by the ICTS-SDD of the Central Office prints two payrolls in a month instead of one which is not acceptable to the Regional Payroll Services Units(RPSUs); and,
 - b. when using the adjusted payroll program from the CO, errors occur in the generation of payroll hash totals.
2. **For the month of January 2022, the salaries** of DepEd personnel in the Cordillera Administrative Region (CAR) whose payrolls are processed at the RPSU **shall be released only once.**
3. **The twice-a-month release of salaries shall commence on February, 2022.** This will give time for the wide dissemination of the twice-a-month release of salaries.
4. For information and dissemination.


ESTELA LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Incl.
Memorandum
OUF-2022-012

/cdad

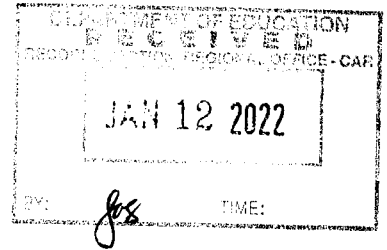


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DepEd-CAR: Weaver of HOPE and Transformation
*"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"*



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM
OUF-2022-0012

TO : DIRECTOR ANNE RACHEL C. MIGUEL, Bureau of Human Resource and Organizational Development (BHROD)
DIRECTOR ABRAM Y. C. ABANIL, Information and Communications Technology Service (ICTS)
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : Francis Allen B. Dela Cruz, BHROD-Personnel Division
Maria Clarisse T. Liguas, ICTS-Solutions Development Division (SDD)
Regional Chiefs of Finance and Administrative Divisions
Heads of Regional Payroll Services Unit (RPSU)
Payroll Processors of Implementing Unit (IU) Secondary Schools

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


RAMON FIEL G. ABCEDE
Assistant Secretary for Finance

SUBJECT : ADVISORY ON THE IMPLEMENTATION OF TWICE-A-MONTH
RELEASE OF SALARY TO DEPED PERSONNEL

DATE : JANUARY 11, 2022

1. Relative to the adjusted payroll program being developed by the ICTS-SDD, the following issues were raised to this Office through the RPSUs on December 15, 2021, based on the directives specified in Memorandum OUF-2021-0703 entitled "Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel:"

- 1.1 The system developed will print two payroll registers instead of one. RPSUs are not amenable to printing two payroll registers since the approved budget for the papers (continuous forms) to be used for payroll preparation for the year 2022 is only good for one payroll register; and
- 1.2 Errors were encountered in the generation of files (hash totals) to be submitted to the respective government servicing banks of the regions (i.e., Land Bank of the Philippines, Development Bank of the Philippines, and Philippine Veterans Bank).

2. The above issues are being addressed by the ICTS-SDD, with the assistance of Computer Programmer of Region IX PSU.
3. Please be advised that the directive under Memorandum OUF-2021-0703 shall remain the same. In view of this, the Regional Directors are given the flexibility to decide on the implementation of a twice a month salary starting this January 2022 based on the capability/capacity of their respective RPSUs.
4. For immediate compliance. Thank you.