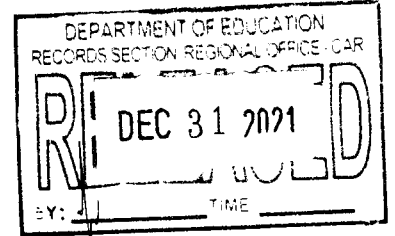




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



December 28, 2021

REGIONAL MEMORANDUM
No. 631-2021

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. The DepEd Central Office issued Memorandum OUF-2021-0703 dated October 27, 2021 with the subject "Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel". Copies of said memorandum were furnished the Division Offices.
2. Per Memorandum, the twice-a-month release of salary of DepEd personnel is to start this January, 2022. There will be two hash totals to be submitted to the Government Servicing Bank (GSB), one covering the salaries for the 1st 15 days of the month and the other for the 2nd 15 days of the month. The Division Office/implementing units are reminded to inform their Government Servicing Banks regarding this.
3. The printing of payrolls, payslips and Form 7s shall be done only once.
4. In order to give the Regional Payroll Services Unit (RPSU) enough time to review the Form 7s, adjust salaries as a result of promotions and Notices of Step Increments, include newly hired permanent employees in the payroll system, and update names, stations and other payroll records, **all Form 7s, NOSIs, documents of newly hired permanent employees, and other documents to update payroll records, should be received at the RPSU on or before the last working day of the month prior to payroll month.**
5. For information and compliance.


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

Incl.



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