



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

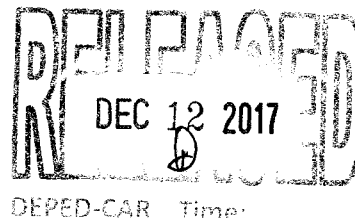
Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



December 4, 2017

REGIONAL ORDER
No. **012.2017**

TO : Schools Division Superintendents
All Others Concerned



REVISED PROCEDURES ON THE FUNDING OF NET SALARIES OF ALL PERSONNEL SERVED UNDER THE REGIONAL PAYROLL SERVICES UNIT (RPSU)

1. In preparation for the decentralization of payroll services to Division Offices, the following procedures are hereby adopted effective January, 2018:
 - 1.a. Funds for the net salaries of RPSU served personnel shall no longer be deposited to the current account maintained by the Regional Office for the purpose. Instead, net salaries shall be funded directly by Schools Division Offices directly to the individual ATM accounts of their personnel through their servicing banks.
 - 1.b. Following are the steps, procedures and responsibilities of the Regional Office-Payroll Services Unit (RPSU) and Schools Division Offices (SDOs) on the funding of net salaries:

A. REGIONAL OFFICE- PAYROLL SERVICES UNIT (RPSU)

- After the preparation of the payroll, prepare the payroll register as required by the bank
- Forward the payroll register to the Schools Division Offices through email (official email address of the Division and Division Accountant)

B. SCHOOLS DIVISION OFFICES

- Download and save the payroll register emailed by the RPSU
- Upload the downloaded payroll register to the servicing bank's Financial Data Entry System (FINDES) to generate and print hard copy of the payroll register (generate text file). If the bank FINDES

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434



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


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system is not yet installed, coordinate with the servicing bank for its installation.

- Fund the net salaries by:
 - Preparing voucher and List of Due and Demandable Accounts Payable- Advice to Debit Account (LDDAP-ADA) in the name of the SDO's servicing bank.
 - Submitting to the SDOs servicing bank the: (1) saved payroll register, (2) payroll register generated text file and (3) the LDDAP- ADA.
- 2. Schools Division Offices and personnel in charge are hereby reminded that their responsibilities are limited to downloading and printing of the payroll register only. **SDOs ARE NOT AUTHORIZED TO EDIT OR CHANGE THE AMOUNTS INDICATED THEREIN.** Any discrepancies in the amounts should be communicated immediately to the Regional Office- RPSU for appropriate action.
- 3. The Summary of Payroll will still be prepared at the Regional Office. This form will be the basis of the Division Accountant to verify the correctness of the generated payroll register and of the amount of salary deductions to be remitted to the current account for salary deductions maintained by the regional office.
- 4. The current account for net salaries shall be closed three (3) months after the effectivity of this regional order. This is to give the RPSU and SDOs sufficient time to reconcile their book balances. The three- month period will likewise give the RPSU time to review their records for salaries and benefits previously funded which may yet to be paid. Any balance after the three-month period shall be deposited to the Bureau of Treasury.
- 5. For information and implementation.


MAY B. ECLAR, Ph. D., CESO V
Officer-in-Charge
Office of the Regional Director

SGT/clp

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				