



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
October 04, 2018

OFFICE MEMO

To:

Public Schools District Supervisors
All Secondary Schools Principal of Implementing Units
All other Concerned
This Division

RELEASED
OCT 08 2018
NAME: _____ DATE: _____
SIGNATURE: _____

Enclosed is Unnumbered DepED Memorandum OUFDA-2018-0015 dated September 7, 2018 issued by Victoria L. Medrana Catibog, Undersecretary of Finance-Disbursement and Accounting, with the subject "**Additional Guidelines on the Full Implementation of DepED Order No.5, s.2018**", which is self-explanatory, contents duly noted, for information and guidance for information and compliance.

Dissemination on the contents of this letter is hereby enjoined.

Very truly yours,

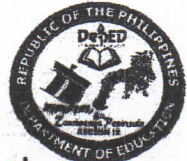
PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION

Regional Office IX, Zamboanga Peninsula
Airport Road, Tiguma, Pagadian City

Telefax: (062)-215-3747 Tel: (062)-215-3745 Website: www.depedro9.ph



Regional Letter

No. 9, s.2018

September 21, 2018

All Schools Division Superintendents
All Secondary School Principals of Implementing Units
All Others Concerned
This Region

Dear Sir/Madam:

Enclosed herewith is DepEd Memorandum OUFDA – 2018 – 0015 dated September 7, 2018 issued by Victoria L. Medrana Catibog, Undersecretary for Finance – Disbursements and Accounting, with the subject “**Additional Guidelines on the Full Implementation of DepEd Order No.5, s.2018**”, which is self-explanatory, contents duly noted, for information and guidance.

Dissemination on the contents of this letter is hereby enjoined.

Very truly yours,

DR. ISABELITA M. BORRES, CESO III
Director IV

Encls.: As stated

Email : region9@deped.gov.ph Telephone No. 985-2275



Republic of the Philippines
Department of Education

*Office of the Undersecretary for Finance
Disbursements and Accounting*

DM – OUFDA – 2018 – 0015

September 7, 2018

MEMORANDUM

**To: ALL REGIONAL DIRECTORS
THE DIRECTOR IV, INFORMATION AND COMMUNICATIONS
TECHNOLOGY SERVICE (ICTS)
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT**

**Attention: Chiefs, Regional Administrative and Finance Divisions, and Central
Office Personnel Division
Heads, Implementing Unit Secondary Schools**

**FROM: VICTORIA L. MEDRANA CATIBOG
Undersecretary for Finance – Disbursements and Accounting (DA)**

**SUBJECT: ADDITIONAL GUIDELINES ON THE FULL IMPLEMENTATION OF
DEPED ORDER NO. 5, S. 2018**

1. Due to the lack of response from several DepEd Regions and other feedback received by this Office regarding the clean up of salary deductions as contained in Memorandum No. DM-OUFDA-2018-0005 dated April 30, 2018, this Office hereby orders all concerned offices subject of this memo to observe the additional guidelines contained herein in the full implementation of DepEd Order (DO) No. 5, s. 2018, as follows:

- a. Adopt additional measures to inform all DepEd personnel about the effects of the full implementation of DO No. 5, s. 2018 (please see item no. 4 below);
- b. Continue the clean up of salary deductions until 100% has been achieved, i.e. there are no more invalid/illegitimate deductions reflected on both sides of the pay slips, be it Deducted or Undeducted Obligations; and
- c. Submit report of the clean up, duly certified by the Regional Director, not later than October 31, 2018.

2. After the review of all reports submitted, the full implementation of DO No. 5, s. 2018 shall be simultaneously done by all concerned payroll services units nationwide and shall be announced through a memorandum to be issued by this Office.

3. Out of the 16 DepEd regions, 8 have reported deleting invalid/illegitimate salary deductions as reported by the concerned DepEd personnel, 4 have reported that they have made no deletions, while 4 did not send any reports. Moreover, it has reached this Office that many DepEd personnel are not aware of the ongoing clean up despite the issuance of the directive four months ago and the notification in the pay slips of DepEd personnel nationwide.

4. ~~Please be reminded that with the application of the payroll program that will fully~~ implement the Order of Preference of salary deductions, all invalid/illegitimate deductions, if not deleted from the pay slip of the concerned DepEd personnel, will be included in the rearrangement of salary deductions, possibly dislodging payments for valid/legitimate obligations due to entities with a lower Order of Preference. Dislodged payments will have to be paid over the counter to avoid the incurrence of penalties and surcharges due to default. Attached is DM-OUFDA-2018-0005 for your ready reference.

5. This order shall supplement the DM-OUFDA-2018-0012 dated August 20, 2018. Notwithstanding the receipt of the adjusted payroll program from the ICTS that will fully implement DO No. 5, s. 2018, concerned offices shall continue to use the old payroll program being implemented prior to the issuance of DM-OUFDA-2018-0012 pursuant to item no. 2 of this memorandum.

6. For strict compliance.

V.L.M. Catibog
V.L.M. CATIBOG 8/21/18

Attachment: As stated.

Copy furnished:

LEONOR MAGTOLIS BRIONES
Secretary, this Department

ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief-of-Staff, this Department

ATTY. JOSEPHINE G. MARIBOJOC
Undersecretary for Legal Affairs, this Department

ALL AGENCY AUTHORIZED OFFICERS (AAOs) AND DEPED VERIFIERS



Republic of the Philippines
Department of Education

251514

Office of the Undersecretary for Finance
Disbursements and Accounting

DM – OUFDA – 2018 – 0005

April 30, 2018

MEMORANDUM

To : **ALL REGIONAL DIRECTORS**

Attention : *Chiefs of Finance and Administrative Divisions
Heads of Regional Payroll Services Units (PSUs)
Schools Division Superintendents
School Heads*

From : **VICTORIA L. MEDRANA CATIBOG**
Undersecretary

Subject : **CLEAN-UP OF SALARY DEDUCTIONS**

In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, all PSUs are enjoined to ensure that deductions in the pay slips of personnel are valid and legitimate.

For this purpose, clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions/dues, or others, must be done to avert possible invalid and illegitimate deductions. The template below may be accomplished by individual employees to report and request removal of such deductions to the concerned PSU:

Code	Name of Entity	Effectivity Date	Termination Date	Amount of Deduction (PhP)	Remarks/ Reason for deletion

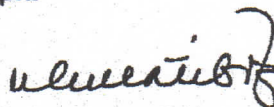
Submitted by: [Signature Over Printed Name]

Employee No: _____ Station: _____ Date: _____

To assist you in disseminating this information, announcements of this clean-up will appear on pay slips generated from FoxPro beginning in May 2018. The revised program will be e-mailed to your respective PSUs for their use for the processing of the May 2018 payroll.

For questions and clarifications, you may contact the Employee Account Management Division at tel. no. (02) 633-7248 and e-mail address fs.eamd@deped.gov.ph.

For information and compliance.


V.L.M. CATIBOG

Copy Furnished:

1. **LEONOR MAGTOLIS BRIONES**, Secretary