

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



May 8, 2018

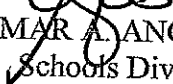
DIVISION MEMORANDUM

No. 314 s. 2018

**CLEAN-UP OF SALARY DEDUCTIONS**

To : Assistant School Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Division Coordinators/Unit Heads Senior  
Education Program Specialists (SEPS s) / EPSA  
School Heads/Administrators of Public Elem. & Sec. School

1. Hereto attached is the Regional Memorandum No. 325 s. 2018, "Clean-up of Salary Deductions", for the information and guidance of all concerned.
2. Relative to the above mentioned drive, all teaching and non-teaching personnel employees who have intent to clean-up salary deductions shall fill out the attached template for a one-time implementation of such deductions.
3. Strict adherence to this Memorandum is enjoined.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
 REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
 DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
 REGION VII, CENTRAL VISAYAS  
 Sadlon, Lahug, Cebu City

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May 2, 2018

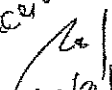
REGIONAL MEMORANDUM  
 NO. 321 s. 2018

**CLEAN-UP OF SALARY DEDUCTIONS**

TO : Schools Division Superintendents (SDS)/OIC-SDS  
 Chiefs of Finance and Administrative Divisions  
 Head Regional Payroll Unit  
 School Heads

1. In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, the Payroll Service Unit will ensure that deduction in the pay slips of personnel are valid and legitimate.
2. The clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions, or others, must be done to avert possible invalid and illegitimate deductions. Attached is a template that may be accomplished by individual employees to report and request removal of such deductions to the Payroll Service Unit (Regional Office) and schools with financial staff (independent operating units).
3. Announcements of the clean-up will appear on the pay slips from FoxPro beginning May 2018.
4. Strict and immediate compliance to this memorandum is desired.

  
**SALUSTIANO T. JIMENEZ, LLB, CESO IV**  
 OIC-Asst. Regional Director

Received:  
  
 5/2/18

Dir//Ajeruta/ARDST/jimenez/ms.ada  
 Page | 2018 Regional Memorandum  
 Office of the Director (ORD) | Tel. Nos. (032) 231-1435, 231-1309, 414-699, 414-7325; Office of the Assistant Director, Tel. No. (032) 255-151  
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 Quality Assurance Division (QAD), Tel. Nos. (032) 231-1077; Human Resource Development Division (HRDD), Tel. No. (032) 255-5219  
 Education Support Services Division (ESSD), Tel. No. (032) 254-7902; Planning, Policy and Research Division (PPRD), Tel. Nos. (032) 233-9050  
 414-7005; Administrative Division, Tel. Nos. (032) 414-7326; 414-4367, 414-5366; 414-7327; 414-4367  
 Finance Division, Tel. Nos. (032) 256-2375; 257-8061, 414-7321

**"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"**

Attachment to REGIONAL MEMORANDUM NO. 325, s. 2018  
"Clean-Up of Salary Deductions"

CLEAN-UP OF SALARY DEDUCTIONS

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 : \_\_\_\_\_