



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

UNNUMBERED MEMORANDUM

OSDS-PER-UM-04-016-2024/MBL

TO

Assistant School Division Superintendent

Chief Education Supervisors Education Program Supervisors

Section/Unit Head

Public Schools District Supervisors Elementary & Secondary School Heads Teaching and Non-Teaching Personnel

Administrative Officers All Others Concerned

FROM

SOCORRO V. DELA ROSA, CESO V

Schools Division Superintendent

SUBJECT

PREPARATION AND RELEASE OF SALARY THROUGH

AUTOMATIC PAYROLL DEDUCTIONS SYSTEM (APDS)

DATE

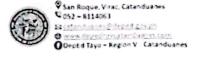
16 April 2024

1. Pursuant to the Regional Memorandum dated December 14, 2022 Re: Grant of Provisional Authority to Implement the Automatic Payroll Deductions System (APDS), this Office reiterates the monthly salary schedule to wit:

Period	Particulars
1st week of the month	Preparation of APDS
8 th of the month	Submission of Salary Text file to Accounting/Cashier's Office
In between the 2 nd week of the month	Release of 1st Half-Salary









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In between the last week of the month	Release of 2 nd Half Salary
Last week of the month	Release of Payroll and Payslip

- 2. Implementing units shall follow the same timeline in the preparation of payroll and release of salary.
- 3. Relative to this, all Elementary and Secondary Schools (Non-IUs), Administrative Officers, and In-Charge of the Monthly Payroll Worksheet and Report of Service (Form 7) are hereby advised to strictly follow the schedule in submitting the reports:

Date	Particulars
Every 5 th of the month	Submission of Schools' Daily Time Record (DTR) and necessary attachments to the District Office
Every 6th- 9th of the month	Preparation of Form 7
Every 10th of the month	Submission of Form 7 to SDO (Elementary and Secondary)

4. For information, guidance, and strict compliance.

MBL/Preparation and Release of Salary through APDS
_____/ April 16, 2024





