



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



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In between the last week of the month	Release of 2 <sup>nd</sup> 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:

<b>Date</b>	<b>Particulars</b>
Every 5 <sup>th</sup> of the month	Submission of Schools' Daily Time Record (DTR) and necessary attachments to the District Office
Every 6 <sup>th</sup> - 9 <sup>th</sup> of the month	Preparation of Form 7
Every 10 <sup>th</sup> 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



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