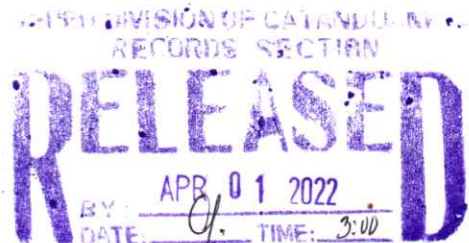




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-UM-PER-03-31-22/MBL

TO : Secondary School Heads of IUs/FAS
Bookkeepers of IUs/FAS
Personnel-In-Charge of Payroll


FROM : SUSAN S. COLLANO
Schools Division Superintendent

SUBJECT : ORIENTATION ON THE AUTOMATIC PAYROLL
DEDUCTIONS SYSTEM (APDS) OF ALL IMPLEMENTING
UNITS (IUs) & FISCAL AUTONOMOUS SCHOOLS (FAS)

Date : March 31, 2022

1. Pursuant to Unnumbered Memorandum dated March 29, 2022 *Re: Cascading of Automatic Payroll Deductions System (APDS) to all IUs and FAS*, there will be an Orientation on the APDS for IUs and FAS on April 18-20, 2022 which will be conducted by the Regional Payroll Services Unit.

2. This activity aims to:

- a. Capacitate and provide technical assistance to School Heads, Bookkeepers and Personnel-In Charge of Payroll of the Implementing Units & Fiscal Autonomous Schools on the APDS;
- b. Strengthen harmonious linkages with its counterpart in the schools and SDO in the preparation of payroll;
- c. Have a standardize procedures/documentary requirements in processing of payroll

3. The participants are the following for each IUs/FAS. **Proxies are not allowed:**

- a) School Head
- b) Bookkeeper
- c) Personnel In-Charge of Payroll





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4. Each school is advised to bring desktop and CPUs for APDS software, extension wires, etc. In terms of specifications, it is expected to satisfy the system requirements such as:

For Internal Requirements:

- ✓ Desktop must be 32 bit
- ✓ At least Windows XP to Windows 7
- ✓ CPU with 9-pin port/USB ports

For External Requirements:

- ✓ Dot Matrix Printer
- ✓ UPS (15mins-30mins time delay)

5. Travel and other incidental expenses and a registration fee of One Thousand Six Hundred (Php1,600.00) for each participant shall be charged to school MOOE to cover supplies, food, venue and accommodation of participants and three (3) resource speakers.

6. Venue will be announced in a separate memorandum.
7. For information, guidance and strict compliance.

