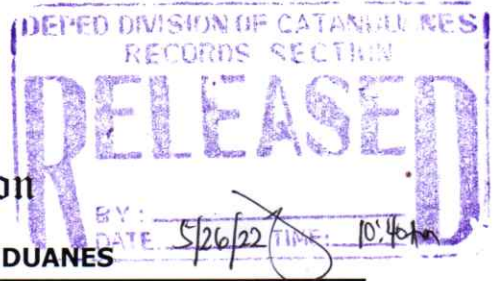





Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-UM-PER-05-26-22/MBL

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

FROM: 
MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT: VALIDATION AND CHECKING OF OUTPUTS OF ALL
IMPLEMENTING UNITS (IUs) & FISCAL AUTONOMOUS
SCHOOLS (FAS) RELATIVE TO AUTOMATIC PAYROLL
DEDUCTIONS SYSTEM (APDS)

DATE: MAY 26, 2022

1. This is in reference to the Unnumbered Memorandum dated May 24, 2022, "Conduct of Validation and Checking of Outputs", there will be Stage Three activity involving validation and checking of outputs which will be conducted by the Regional Payroll Services Unit to all Implementing Units/Fiscal Autonomous Schools relative to downloading of the Automatic Payroll Deduction System (APDS) on:
 - **June 1, 2022 Half-day Activity (1:00-5:00PM); and**
 - **June 2, 2022 Whole day Activity (8:00AM-5:00PM)**
2. The same schools and participants who attended last April 18-19, 2022 are expected to attend and advised to bring the respective Computer sets and printers.
3. Travel and other incidental expenses and a registration fee of Nine Hundred (Php900.00) for each participant shall be charged to school MOOE to cover supplies, food (3 snacks, 1 lunch), venue and accommodation of participants and two (2) resource speakers.
4. Venue will be announced in a separate memorandum.
5. For information, guidance and strict compliance.