



Republic of the Philippines
Department of Education
REGION V - BICOL



22 March 2024

REGIONAL MEMORANDUM

No. _____, s. 2024

000368

ADVANCE FORWARDING OF INCLUDED AND EXCLUDED FILE
INCLUDING NET PAY

To : Schools Division Superintendents
School Head - IUS/FAS
All Other Concerned

1. This refers to the advance forwarding of **Included and Excluded** file, including **Net Pay** to **GSIS** on a monthly basis prior to the finalization of payroll.
2. This is to anticipate the impact of the undeducted obligation covering GSIS loans from queuing on payroll system due to the recent First-In-First Served Policy.
3. For further details on how included and excluded be made, you may email us at psu.rov@deped.gov.ph.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

AD-PSU/sd/wil/fas
03/22/2024



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

March 26, 2024

TO: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Secondary School Heads (IUs/FAS)
All Other Concerned

For immediate dissemination and strict compliance.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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