

16 September 2024

REGIONAL MEMORANDUM  
No. 01051, s. 2024

**DEDUCTION OF UNPAID PREMIUMS RECEIVABLES (UPRS)  
FROM SALARIES OF ACTIVE PERSONNEL**

To : Assistant Regional Director  
Schools Division Superintendents  
School Heads of IUs and FAS  
All Concerned

1. This refers to the Unpaid Premiums Receivables (UPRs) due to active personnel both teaching and non-teaching personnel.
2. To enhance the collections of UPRs and to provide higher retirement benefits to all active personnel, this Office authorizes the respective SDOs, IUs, and FAS with payroll system and RO-Payroll Services to deduct any deficiencies from their salaries, including from their differentials due to salary increase or step-increment, as the case may be.
3. The deficiency being contemplated in this memorandum pertains to the Personal Share of the affected personnel who are still active in the service.
4. The AAOs and ERF Handlers must ensure that what should be deducted from DepED Personnel are only those Personal Shares that were not deducted in the past. In turn, they shall provide the Personnel Section/Units of SDOs, IUs, and FAS with updated copies of teaching and non-teaching personnel with deficiencies in Personal Shares.
5. To effect the foregoing, the SDOs, IUs, and FAS must inform in writing the personnel who will be affected by the deduction.
6. Further, after complying with the notice requirement, the SDOs, IUs, and FAS are advised to request from this Office through the Regional Payroll Services the appropriate manner in deducting the deficiency using the payroll system.
7. For information and guidance.

  
GILBERT T. SADSAD  
Regional Director

AD-PS/ajdvii  
09/16/2024



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Republic of the Philippines  
Department of Education  
Region V - Bicol  
TANGGAPANG PANSANGAY NG CATANDUANES

September 18, 2024

TO:

Public School District Supervisors  
School Heads of IU's and FAS  
Accountant  
Agency Authorized Officers' (AAO)  
ERF Handlers  
Payroll-in- Charge

For your information, guidance and compliance.

  
CECILE C. FERRO CESO VI  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

