



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: September 4, 2020

Division MEMORANDUM
No. 315, s. 2020

**TRAINING-WORKSHOP ON ADMINISTRATIVE PROCESSES AND WORKFLOWS
cum IMPLEMENTATION OF DIVISION SUPPLEMENTARY PAYROLL SYTEM**

To : All Public Schools District Supervisor/District In-Charge
17 Newly Hired Administrative Officer II
Select Administrative Assistant (Non-IUs)
Division Payroll Services Unit Personnel
District Administrative Assistant
This Division

1. The Office of the Schools Division Superintendent through Division ICT Unit has released and developed a Division Supplementary Payroll System for Division-Paid Employees to fast track monthly salary, generate reports and minimize manual efforts with efficiency on **September 16-17, 2020** at **Division Conference Hall, DepEd Surigao del Sur Division Office, Tandag City.**
2. Participants of the said training are the 17 newly hired Administrative Officer II, Administrative Assistant/Payroll In-Charge (Non-IUs), 35 District Administrative Assistant, 10 Division Payroll Services Unit Staff.
3. Below is the specific schedules and participants.

Batch	Date	Participants	Number of Pax
1	September 16, 2020	Carrascal, to Bayabas Districts and Division Personnel (16 District ADAS, 9 Non-IUS Payroll In charge, 8 AO II and 10 Division Personnel)	43 participants
2	September 17, 2020	Cagwait to Lingig Districts (19 District ADAS, 17 Non-IUS Payroll In charge, and 9 AO II)	45 participants

4. As such, participants must bring laptop and extension wire.
5. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



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To be indicated in the Perpetual Index
under the following subjects:

TRAINING WORKSHOP

PAYROLL

MEMORANDUM

MGM/ICT/DM-MEMO
315/SEPTEMBER 4, 2020

All Public Schools District Supervisor, District in Charge
17 Newly hired Administrative Officer II
Select Administrative Assistant (Non-IUS)
Division Payroll Services Unit Personnel
District Administrative Assistant
This Division

The Office of the Schools Division Superintendent through Division ICT Unit has released and developed a Division Supplementary Payroll System for Division-Paid Employees to fast track monthly salary, generate reports and minimize manual efforts with efficiency on September 15-17, 2020 at Division Conference Hall, DepEd Surigao del Sur Division Office, Tandag City.

Participants of the said training are the 17 newly hired Administrative Officer II, Administrative Assistant/Payroll in Charge (Non-IUS), 35 District Administrative Assistant, 10 Division Payroll Services Unit Staff.

Below is the specific schedule and participants.

Date	Participants	Number of Participants
September 15, 2020	Ceremonial to Regional Districts and Division Personnel (16 District ADAS, 9 Non-IUS Payroll in charge, 8 AO II and 10 Division Personnel)	43 participants
September 17, 2020	Ceremonial to Local Districts (19 District ADAS, 17 Non-IUS Payroll in charge, and 9 AO II)	45 participants

Each participant must bring laptop and extension wire.

For immediate dissemination of this memorandum is desired.

[Signature]
JOYITA S. CARNER, CESO V
Schools Division Superintendent



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