

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. **3**K, 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

- 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



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

(086) 211-3225







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To be indicated in the <u>Perpetual Index</u> under the following subjects:

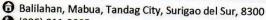
TRAINING WORKSHOP

PAYROLL

MEMORANDUM

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





(086) 211-3225

surigaodelsur.division@deped.gov.ph

