Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

September 2, 2026

DIVISION MEMORANDUM
No. 503 , s. 2026

TRAINING-WORKSHOP ON THE DOWNLOADING OF PAYROLL PROCESSING TO FISCALLY AUTONOMOUS SCHOOLS OF THE SCHOOLS DIVISION OF PAMPANGA

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Division Unit Heads
Fiscally Autonomous Secondary School Heads
Finance Personnel of Implementing Units
All Others Concerned

1. The Schools Division of Pampanga, through the Administrative Service – Division Payroll Services Unit (DPSU), shall conduct a training workshop titled "**Training-Workshop on the Downloading of Payroll Processing to Fiscally Autonomous Schools of the Schools Division of Pampanga**" for administrative assistants, cashiers, accountants and school heads of Implementing Units (IU's) focused on the downloading of payroll processing at the school level in compliance with **DepEd Order No. 30, s. 2011**, entitled "*Implementation of School-Based Payroll Preparation*" to be held **on September 21-23, 2026** at a venue to be announced in a separate memorandum.

2. This activity aims to:

a. train and familiarize the participants on the use of the FoxPro Program in the preparation of monthly payrolls;
b. equip the participants with the knowledge and skills necessary in preparing the various documents required in payroll processing;
c. train participants on the generation and printing of various payroll outputs and reports such as payroll registers, payslips, remittances, and other related documents; and
d. improve transparency, accuracy, and accountability in salary administration.

3. Participants in this training are the identified RO Training Team and SDO Personnel, Accountant, Budget Officer, ADAS, Cashier, and **School Heads of Fiscally Autonomous Secondary Schools who shall attend on the first day only**.

4. Participants are required to bring their laptops, printers, and extension cords for the hands-on training.

5. Attendance shall be **on official business**. A registration fee of **Php 3,800.00 per participant** shall cover meals and training materials, while **School Heads shall**

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

pay Php 1,400.00 for one-day meals and training materials, chargeable against School MOOE, subject to existing accounting and auditing rules. **This Memorandum shall also serve as the participants' travel authority.**

6. Participants are advised to complete their advance registration payment starting **September 9, 10 & 14, 2026**, following the instructions below:

a. Registration payment shall be completed on the **same day** to avoid conflicts with bank and cashier requirements.
b. The cash or check payment must be deposited to the Land Bank of the Philippines (LBP) as follows:
Account Name: ***DECS DIV. OF PAMPANGA CENTRALLY MANAGED PROJECT***
Account Number: ***0082-1118-16***
c. On the same day of deposit, submit **two (2) validated deposit slips** to the SDO Pampanga Cash Unit for the issuance of an official receipt (OR).
d. Submission of validated deposit slips for the issuance of OR will only be entertained during office hours (on-site) from Monday to Thursday, 8:00 AM to 4:00 PM at the Cash Unit.

7. Participants shall **bring and present their Official Receipt (OR) issued by the SDO Pampanga Cash Unit on Day 1 of the training-workshop** during registration for verification and validation of payment. Participants are advised to keep their OR secure and readily available upon arrival at the venue.

8. The Regional Office (RPSU) is strict on attendance. **No proxy** is allowed.

9. All participants are requested to wear **smart casual attire** on the days of their schedule. In the event that the scheduled attendance dates fall on a declared holiday or if work is canceled due to unforeseen circumstances or force majeure, participants will be entitled to Compensatory Overtime Credit (COC) for the affected days in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered and Division Memorandum No. 367, S. 2025.

10. The complete details of the activity, including the Activity Matrix, Composition of the Training Management Team, and the List of Participants, may also be accessed through this link: **https://tinyurl.com/DPSUTraining2026** using the issued DepEd employee email.

11. Immediate dissemination of this Memorandum is earnestly desired.

00019338
SEP 03 2026

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/09-051-26

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph