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

September 14, 2026

DIVISION MEMORANDUM
No. 535 , s. 2026

RESCHEDULING OF THE 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. In reference to **Division Memorandum No. 503, s. 2026**, entitled "Training-Workshop on the Downloading of Payroll Processing to Fiscally Autonomous Schools of the Schools Division of Pampanga," the conduct of the activity originally scheduled on September 21–23, 2026, is hereby rescheduled to **October 19–21, 2026**.

2. The activity shall be held at the **EastGate Convention Center, Robinsons Starmills, Pampanga**.

3. The rescheduling is being made to ensure the proper coordination and smooth implementation of the activity, particularly with the Regional Office Training Team and all participating Implementing Units.

4. The **identified participants, training arrangements, registration requirements, and other provisions stipulated under Division Memorandum No. 503, s. 2026 shall remain unchanged and in full force and effect**, except for the revised schedule and venue indicated in this Memorandum.

5. Participants who have already completed their registration payment 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.

6. Attendance shall remain **on official business**, and **Division Memorandum No. 503, s. 2026, together with this Memorandum, shall serve as the participants' travel authority**.

7. The Regional Office Payroll Services Unit (RPSU) policy on attendance shall likewise remain in effect. **No proxy shall be allowed.**

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8. Concerned officials, School Heads, and participants are advised to make the necessary adjustments to their schedules and travel arrangements in accordance with the revised dates and venue.

9. Immediate dissemination of this Memorandum is earnestly desired.

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Schools Division Superintendent

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