



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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February 14, 2022

**DIVISION MEMORANDUM**

**No. 73 , s. 2022**

**DEPED LETTER TO SECRETARY GENERAL RAYMOND BASILIO ON THE REQUEST FOR  
SUSPENSION OF THE IMPLEMENTATION OF THE TWICE-A-MONTH RELEASE OF SALARY**

To: **OIC, Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. Attached is a copy of Regional Memorandum No. 106 s. 2022 dated February 6, 2022, titled "**DEPED LETTER TO SECRETARY GENERAL RAYMOND BASILIO ON THE REQUEST FOR SUSPENSION OF THE IMPLEMENTATION OF THE TWICE-A-MONTH RELEASE OF SALARY**".
2. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.org>

Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



**Department of Education**  
**REGION VI — WESTERN VISAYAS**

FEB 06 2022

**REGIONAL MEMORANDUM**

No. 106 s. 2022

**DEPED LETTER TO SECRETARY GENERAL RAYMOND BASILIO ON THE REQUEST  
FOR SUSPENSION OF THE IMPLEMENTATION OF THE TWICE-A-MONTH RELEASE  
OF SALARY**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a letter dated January 28, 2022, from the Office of the Undersecretary for Finance, Department of Education to Mr. Raymond Basilio, Secretary General, Alliance of Concerned Teachers, on the request for suspension of the implementation of the twice-a-month release of salary
2. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: Letter dated January 28, 2022, from the  
Office of Undersecretary for Finance  
To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS      SALARY      BENEFITS



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: [region6@deped.gov.ph](mailto:region6@deped.gov.ph)  
Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)

Document Name	Document No.	Date Created	Revision Number
Regional Memorandum	DepEd RO6-RPSU-002	February 07, 2022	New





**Republic of the Philippines**  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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January 28, 2022

**MR. RAYMOND BASILIO**

Secretary-General  
Alliance of Concerned Teachers  
2nd Floor, Teachers' Center Building  
Mines St. cor. Dipolog St., Bgy. Vasra  
Quezon City

Dear **Mr. Basilio**:

This pertains to your letter dated January 21, 2022, requesting for the suspension of the implementation of the twice-a-month release of the salary based on complaints from teachers received by your regional union chapters.

By way of a brief background, the Department issued Memorandum OUF-2021-0703 October 27, 2021 (Memorandum OUF-2021-0703 for brevity), with the subject "*Internal Guidelines on the Implementation of Twice-A-Month Release of Salary to DepEd Personnel*," addressed to all field offices and appropriate units in the Central Office. The said Memorandum noted the approval by the DepEd Secretary of the implementation of the twice-a-month release of salary.

The implementation of the twice-a-month release of salary is consistent with existing laws and the Government Accounting and Auditing Manual (GAAM). The DepEd anchored its issuance on the following laws:

1. Section 1 of Commonwealth Act No. 303, s. 1938, which states that *"Every employer, including the head of every government office, whether national, provincial or municipal, shall pay the salaries and wages of his employees and laborers at least once every two weeks or one-half month unless it be impossible to do so due to force majeure or to some other causes beyond control, or unless he has been previously exempted by the Secretary of Labor from this requirement. x x x."*
2. Article 103 in Chapter III, Book III (Conditions of Employment) of the Labor Code of the Philippines (PD No. 442) provides the *"Time of Payment. Wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days. If on account of force majeure or circumstances beyond the employer's control, payment of wages on or within the time herein provided cannot be made, the employer shall pay the wages immediately after such force majeure or circumstances have ceased. No employer shall make payment with less frequency than once a month."*

"Employer includes any person acting directly or indirectly in the interest of an employer in relation to an employee and shall include the government and all its

branches, subdivisions and instrumentalities, all government-owned or controlled corporations and institutions, as well as non-profit private institutions, or organizations." (Art. 97 of PD No. 442).

3. Executive Order (EO) No. 312, s. 1958 entitled "*Directing the Payment of Salaries of Government Officials and Employees, Including those of Government-Owned or Controlled Corporations, Once a Week or Four Times A Month.*" **The reason stated in the EO was drawing of partial salaries before pay days has become a common practice by the employees, which is still the trend nowadays.**

4. Article 8, Section 261. Guidelines in the Preparation of Payroll of the **Government Accounting and Auditing Manual (GAAM)** states that "*Payment of salaries of government officials and employees for services rendered should be made not oftener than once a week (EO 312, Aug. 6, 1958). Other government offices may make payment of salaries and allowances to government officials and employees twice a month, first on the 15<sup>th</sup> and the second on the last day of the month. x x x*"

The above-quoted provisions of the laws and the GAAM clearly support the twice-a-month release of salaries.

In your letter, you shared that teachers were experiencing difficulties with the new salary payment arrangement. We note that whether the salary will be split into two or not, the total amount of Net Take-Home Pay to be received by employees in a month will still be the same. Loan amortizations being paid by employees through salary deduction will still be once a month, and only one pay slip will be provided to each employee per month.

Prior to the issuance of Memorandum OUF No. 2021-0703, there are already DepEd offices and schools that have been implementing the release of salaries to their personnel on a twice-a-month basis. There are about 55 public secondary schools that are implementing twice-a-month release of salary already since the granting of their IU-status. The Central Office and five (5) Regional Offices (Regions II, IV-A, XI, NCR and CAR) are also on a twice-a-month release of salary. They have not reported issues and challenges.

Simply put, the implementation of this twice-a-month salary is to level off and standardize the payment scheme of all DepEd employees so that those in the elementary level would not be deprived of this cash availability and feel discriminated against their counterparts in the secondary level.

If we examine the legal basis for the twice-a-month payment of salaries, this is really intended for the benefit of employees and personnel. Under the new setup, cash will be readily available to teachers and non-teaching personnel earlier than the previous schedule of salary release. If some teachers prefer to receive their salaries only at the end of the month, they have the option to withdraw their salaries only once a month.

With regard to the issue that DepEd Central Office decided to implement the twice-a-month salary without prior consultation, we note that prior to the issuance of Memorandum OUF-2021-0703, we issued Memorandum OUF No. 2021-0500 dated July 19, 2021 entitled "*Survey on Payroll Preparation Process*" as part of the consultation process and to gather vital inputs to be used in the crafting of procedural guidelines, eligibility criteria and training design in the implementation of the said arrangement.



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Among the teaching and non-teaching professional organizations, associations and unions within DepEd, it appears that only the ACT is not amenable with this salary scheme.

The following organizations and associations have expressed their support and endorsement to the implementation of the twice-a-month release of salary:

- a. Philippine Public School Teachers Associations;
- b. DTU National Teachers Association, Inc.;
- c. Philippine Association of Schools Superintendents;
- d. DepEd National Employees Union;
- e. Teachers' Dignity Coalition - 15/30 na sahod at iba pang isyu ngayon - YouTube;  
and
- f. Association of DepEd Directors

Regarding the issue on bank charges, DepEd employees are encouraged to draw their salaries from the ATMs of government servicing banks (i.e. Landbank of the Philippines/Development Bank of the Philippines/Philippine Veterans Bank) to avoid withdrawal charges.

Ultimately, the advantages of this arrangement far outweigh the perceived disadvantages. Thus, we are unable to agree to your request to suspend its implementation.

We hope that this clarifies all the issues raised by your association.

Thank you.

Sincerely,

**ANNALYN M. SEVILLA**  
Undersecretary

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