

Republic of the Philippines  
 Department of Education  
**REGION VI – WESTERN VISAYAS**  
 Duran Street, Iloilo City



Date: JUL 18 2018

REGIONAL MEMORANDUM  
 No. 189 s. 2018


**CONSULTATIVE MEETING ON PAYROLL PROCESS WITH SCHOOLS DIVISION OFFICES AND SECONDARY SCHOOLS (PANAY & NEGROS)**

To : All Schools Division Superintendents  
 Principals/Officers-In-Charge of RPSU-paid Secondary Schools  
 All Others Concerned

1. The Office of Regional Director through the ICT Unit, Administrative Division and the Finance Division, will conduct a one-day **“Consultative Meeting on Payroll Process with Division Offices and Secondary Schools”** at Boracay Hall, DepED Region VI, Duran Street, Iloilo City on the following schedules:

- A. July 23, 2018 – Participants from Panay and Guimaras Area
- B. July 24, 2018 - Participants from Negros Area

- 2. This activity aims to gather inputs on payroll preparation in the field, discuss and familiarize the different standardized forms for integration of salary of newly hired personnel, adjustment of salary due to step increments/promotion/reclassification, report on cancellation and reinstatement of salary for the month and other required forms.
- 3. Participants to this activity are two (2) personnel from division offices and one (1) secondary school personnel (RPSU-paid IUs) per enclosed list, in-charge of preparing the documents required to be submitted to RPSU for integration in the payroll.
- 4. The registration starts at 8:00 AM. Morning and afternoon snacks and lunch will be served during the activity
- 5. Travel expenses of the participants are chargeable against local/school fund subject to the usual accounting and auditing rules and regulations.
- 6. Immediate dissemination of this Memorandum to all concerned is desired.

  
**VICTOR G. DE GRACIA, JR. Ph.D., CESO V**  
 Schools Division Superintendent  
 OIC, Office of the Assistant Regional Director

Encl.: as stated  
 Allotment: 1-2  
 Reference: None  
 To be indicated in the Perpetual Index under the following subjects:  
 MEETINGS PAYROLL PERSONNEL PROCESS

*7-19-18*  
*Ms. Nambunan,*  
*Please assign*  
*who will be*  
*our participant*

DEPARTMENT OF EDUCATION  
 REGION VI-WESTERN VISAYAS  
 DURAN STREET, ILOILO CITY  
 REGIONAL PAYROLL SERVICES UNIT

**RPSU-PAID SECONDARY SCHOOLS (IUs) BY DIVISION**

STATION CODE	NAME OF SCHOOL	Sec. Schools
		IMPLEMENTING UNITS
<b>DIVISION OF AKLAN - 098</b>		
502	PETRONILO C. IBADLIT NHS(Badianga	1
505	BORACAY NHS	1
506	CIRIACO L ICAMINA SR NHS (Bulabud	1
507	RIZAL RODRIGUEZ NHS	1
508	CALIMBAJAN-TINA NHS	1
509	CALIZO NHS	1
510	CAMALIGAN NHS	1
513	DAJA SUR NHS	1
514	FR. JULIAN C. RAGO NHS	1
515	JOSE BORROMEO L. NHS	1
516	LILO-AN NHS	1
523	GAUDENCIO VEGA NHS(former Naloot	1
524	NAVITAS NHS	1
527	PANAYAKAN NHS	1
528	ROSARIO NHS	1
530	SOLIDO NHS	1
533	TORRALBA NHS	1
534	UNIDOS NHS	1
539	NUMANCIA INTEGRATED SCH	1
544	MAKATO INTEGRATED SCH	1
	TOTAL-ATM	20
	PER DIVISION TOTAL	
<b>DIVISION OF ANTIQUE-004</b>		
508	BITADTON NHS	1
510	BUHANG NHS	1
524	MAG-ABA NHS	1
527	PANGPANG NHS	1
530	SAN ANTONIO	1
532	SAN ROQUE ESPELETA NHS	1
533	STA JUSTA NHS	1
535	SIDO SAN JUAN NHS	1
537	STA. ANA NHS	1
538	TINOGBOC NHS	1
539	UNION NHS	1
540	VALDERAMA NHS	1
542	PANDAN NHS	1
543	BARANGBANG NHS	1
	TOTAL	14
	PER DIVISION TOTAL	
<b>DIVISION OF BACOLOD CITY - 053</b>		
505	BATA NHS	1
508	GENEROSO VILLANUEVA NHS	1
	TOTAL	2
	PER DIVISION TOTAL	
<b>DIVISION OF BAGO CITY - 141</b>		
502	DULAO( RAMON TORRES)	1
503	MA-AO (RAMON TORRES)	1
504	SAGASA (RAMON TORRES)	1
505	MALINGIN (RAMON TORRES)	1
506	LOUISIANA (RAMON TORRES)	1
507	TALOC (RAMON TORRES)	1
	TOTAL	6
	PER DIVISION TOTAL	
<b>DIVISION OF CADIZ CITY - 113</b>		
500	SENIOR HIGH SCHOOL	1
	TOTAL	1
	PER DIVISION TOTAL	
<b>DIVISION OF GUIMARAS - 131</b>		
501	ALEGRIA NHS	1
502	BUENAVISTA NHS	1
504	EAST VALENCIA NHS	1
505	GETULIO NHS	1
506	JORDAN NHS	1
507	DESIDERIO GANGE NHS	1
508	MAGAMAY NHS	1
509	NUEVA VALENCIA NHS	1
510	SALVACION NHS	1
511	STA. TERESA NHS	1
512	DR CATALINO NAVA(San Lorenzo NHS	1
515	SAN LORENZO-SUCLARAN	1
	TOTAL	12
	PER DIVISION TOTAL	

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REGIONAL PAYROLL SERVICES UNIT

**RPSU-PAID SECONDARY SCHOOLS (IUs) BY DIVISION**

STATION CODE	NAME OF SCHOOL	Sec. Schools
		IMPLEMENTING UNITS
<b>DIVISION OF ILOILO - 022</b>		
507	ARDEMIL NHS	1
515	BAY-ANG NHS	1
532	CAMIROS NHS	1
538	CULASI NHS	1
553	GINES NHS	1
577	NABITASAN NHS	1
590	PAYAO NHS	1
591	PILI NHS	1
596	SAN FERNANDO NHS	1
597	SAN LUIS NHS	1
608	TIOLAS NHS	1
618	NEW LUCENA NCHS	1
625	LEON NHS	1
627	BAROTAC NUEVO NCHS	1
629	CALINOG NHS	1
636	AJUY NHS	1
647	JOSE MONFORT NSHS	1
	TOTAL	17
	PER DIVISION TOTAL	
	PER DIVISION TOTAL	
<b>DIVISION OF ILOILO CITY - 055</b>		
501	ML NAVA NHS	1
	TOTAL	
	PER DIVISION TOTAL	
<b>DIVISION OF NEGROS - 035</b>		
502	AGUISAN NHS	1
503	ANDULAUAN NHS	1
504	ANTIPOLO NHS	1
507	BIAO NHS	1
509	QUIRICO MANZANO MNHS	1
511	BULATA NHS	1
512	MURCIA NATIONAL HS	1
515	CAMALANDA-AN NHS	1
517	CANSILAYAN NHS	1
518	CAUAYAN NHS	1
520	DON HILARION G. NHS	1
527	EVA J. MONTILLA NHS	1
529	GIL MONTILLA NHS	1
530	GUILJUNGAN NHS	1
532	TUYOM NHS	1
538	F.CANA RECTO NHS	1
542	MIRANDA NHS	1
543	NABULAO NHS	1
546	PAHILANGA NHS	1
547	PAYAO NHS	1
554	S. CARMONA NHS (S. BENEDICTO)	1
556	SAN ISIDRO NHS, Pontevedra	1
563	TANZA NHS	1
569	VALLADOLID NHS	1
571	ALEGRIA NHS	1
572	MINOYAN NHS	1
	TOTAL-ATM	25
	PER DIVISION TOTAL	
<b>DIVISION OF ESCALANTE CITY - 412</b>		
510	BUENAVISTA NHS	1
524	DIAN-AY NHS	1
	TOTAL	2
	PER DIVISION TOTAL	
<b>DIVISION OF KABANKALAN - 236</b>		
505	BANTAYAN NHS	1
508	BINICUIL NHS	1
516	CAMANSI NHS	1
531	INAPOY NHS	1
539	LOCOTAN NHS	1
553	SALONG NHS	1
561	TABUGON NHS	1
562	TAMPALON NHS	1
564	TAPI NHS	1
570	FLORENTINO GALANG NHS	1
	TOTAL	10

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**RPSU-PAID SECONDARY SCHOOLS (IUs) BY DIVISION**

STATION CODE	NAME OF SCHOOL	Sec. Schools
		IMPLEMENTING UNITS
<b>DIVISION OF SAGAY - 217</b>		
500	SENIOR HIGH SCHOOL	
506	BATO NHS	1
528	EUSEBIO LOPEZ MNHS	1
558	S V AGUILAR NHS	1
568	VITO NHS	1
	TOTAL	4
	PER DIVISION TOTAL	
<b>DIVISION OF ROXAS CITY -080</b>		
501	BAGO NHS	1
502	BALJUAGAN NHS	1
503	CULASI NHS	1
504	DUMULOG NHS	1
505	MILIBILI NHS	1
506	TANQUE NHS	1
	TOTAL	6
	TOTAL-ROXAS CITY	
<b>DIVISION OF SAN CARLOS CITY-067</b>		
503	JULIO LEDESMA NHS	1
	TOTAL	1
	PER DIVISION TOTAL	
<b>DIVISION OF SILAY CITY -057</b>		
501	BRGY. GUIMBALAON	1
	TOTAL	1
	PER DIVISION TOTAL	
<b>GRAND TOTAL</b>		<b>121</b>

CERTIFIED CORRECT:

*Sly*  
 SANTOS H. FAROCHILEN  
 Senior Admin Assistant II

Consultative Meeting on Payroll Process with Schools Division  
Offices and Seconadry Schools (IUs)  
July 23-24, 20118 (Panay and Negros)  
Boracay Hall, DepED RO VI, Duran St., Iloilo City

Number of Participants

**JULY 23, 2018**

PANAY AREAS	DIVISION OFFICE	RPSU Paid Sec. Schools (IUs)
Aklan	2	20
Antique	2	14
Capiz	2	0
Guimaras	2	12
Iloilo	2	17
Iloilo City	2	1
Passi City	2	0
Roxas City	2	6
<b>TOTAL</b>	<b>16</b>	<b>70</b>

**JULY 24, 2018**

NEGROS AREAS	DIVISION OFFICE	RPSU Paid Sec. Schools (IUs)
Bacolod City	2	2
Bago City	2	6
Cadiz City	2	1
Escalante City	2	2
Kabankalan City	2	10
La Carlota City	2	0
Negros Occ.	2	25
Sagay City	2	4
San Carlos City	2	1
Silay City	2	1
<b>TOTAL</b>	<b>20</b>	<b>52</b>