



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
CITY OF TAYABAS



MEMORANDUM

TO: CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND
SECONDARY SCHOOLS
ALL TEACHING PERSONNEL
ALL OTHERS CONCERNED

From : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: DISSEMINATION OF DEPED MEMORANDUM NO. 005 s. 2018

DATE: May 4, 2018

This is to inform the field on DepEd Memorandum No. 005 s. 2018 re: *Clean-up of Salary Deductions*.

Attached herewith is the Deped Memorandum for your perusal.

Widest and immediate dissemination of this memorandum is highly expected.

5/2018 09:57 6337248

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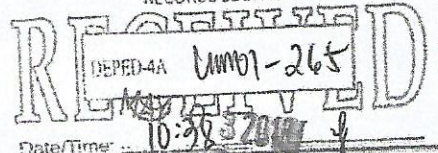
Republic of the Philippines
Department of Education

Office of the Undersecretary for Finance
Disbursements and Accounting

DM - OUFDA - 2018 - 0005

April 30, 2018

DepEd Region IV-A
RECORDS SECTION



MEMORANDUM

To : **ALL REGIONAL DIRECTORS**

Attention : *Chiefs of Finance and Administrative Divisions
Heads of Regional Payroll Services Units (PSUs)
Schools Division Superintendents
School Heads*

From : **VICTORIA L. MEDRANA CATIBOG**
Undersecretary

Subject : **CLEAN-UP OF SALARY DEDUCTIONS**

In view of the strict implementation of Section 48 (Authorized Deductions) of the FY 2018 GAA General Provisions, all PSUs are enjoined to ensure that deductions in the pay slips of personnel are valid and legitimate.

For this purpose, clean-up of salary deductions of whatever nature, whether loan amortizations, premia, membership contributions/dues, or others, must be done to avert possible invalid and illegitimate deductions. The template below may be accomplished by individual employees to report and request removal of such deductions to the concerned PSU:

| Code | Name of Entity | Effectivity Date | Termination Date | Amount of Deduction (PhP) | Remarks/ Reason for deletion |
|------|----------------|------------------|------------------|---------------------------|------------------------------|
| | | | | | |
| | | | | | |

Submitted by: Signature Over Printed Name

Employee No: _____ Station: _____ Date: _____

To assist you in disseminating this information, announcements of this clean-up will appear on pay slips generated from FoxPro beginning in May 2018. The revised program will be e-mailed to your respective PSUs for their use for the processing of the May 2018 payroll.

For questions and clarifications, you may contact the Employee Account Management Division at tel. no. (02) 633-7248 and e-mail address fs.eamd@deped.gov.ph.

For information and compliance.

V.L.M. Catibog
V.L.M. CATIBOG

Copy Furnished:

1. LEONOR MAGTOLIS BRIONES, Secretary
2. ATTY. JOSEPHINE G. MARIBOJOC, OIC-Undersecretary for Legal Affairs
3. ATTY. NEPOMUCENO A. MALALUAN, Assistant Secretary and Chief of Staff
4. MARTA LOURDES D. SANTOLA, Director IV, Bureau of Human Resource and Organizational Development