



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

**OFFICE MEMORANDUM**  
AD 2025- 004

SEP 1 1 2025

To: OIC-Assistant Regional Director  
All Others Concerned

**CREATION OF FOXPRO PAYROLL SYSTEM TEMPORARILY FOR THE  
DESIGNATED PERSONNEL OF DEPED NIR IN PREPARATION FOR THE  
FULL OPERATION IN FY 2026 AND ACTUAL APPLICATION OF THE  
TRAINING CONDUCTED ON THE PREPARATION OF PAYROLL  
AND REMITTANCES OF RPSU-PAID PERSONNEL IN  
NEGROS ISLAND REGION (NIR)**

1. In line with the expected approval of the newly created items for DepEd Negros Island Region personnel in FY 2026, this Office shall create a Foxpro Payroll System temporarily for the designated personnel of DepEd Negros Island Region.
2. This advance creation of the payroll system is in preparation for the full operation of the DepEd NIR Office in FY 2026.
3. All designated personnel shall be required to submit their personal information through a template provided by this Office and Pay Slip to be integrated in the payroll system.
4. The following personnel who attended the said training on payroll system are temporarily assigned as payroll personnel of DepEd NIR, viz:  
  
Payroll Verifier - Ma. Pauline Joel N. De la Peña  
Payroll Operator - Alleah Joy C. Geduriagao
5. The temporary creation and operation of the Foxpro Payroll System of DepEd Negros Island Region shall be directly supervised by the OIC-Chief Administrative Officer of the Administrative Division.



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: <https://tinyurl.com/nir-gov-ph>





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6. To test the integrity and accuracy of the Foxpro Payroll System, the following reports shall be generated from November to December 2025, viz:

- a. Monthly payroll
- b. Monthly remittances
- c. Monthly pay slip of the designated personnel

7. Eventually, the designated personnel if hired this FY 2026, their detailed information in the payroll system shall be updated and only those newly hired personnel shall be integrated / added to the payroll system.

8. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT

POLICY

RECORDS

SALARY

RSJ/ASD-OM-2025-Creation of Payroll System



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**EMPLOYEE INDIVIDUAL RECORD FORM**  
(For Payroll Integration)

DIVISION/RO: \_\_\_\_\_ STATION \_\_\_\_\_

FD CODE \_\_\_\_\_ STATION CODE: \_\_\_\_\_ EMPLOYEE NO. \_\_\_\_\_

NAME: (Last, Given, Middle) \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone/Cellular Phone No.: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Please scan to download file

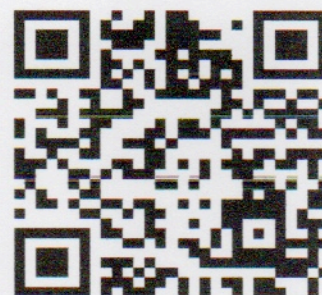
Citizenship \_\_\_\_\_

GSIS Business Partner No.: \_\_\_\_\_

PAG-IBIG Number: \_\_\_\_\_

PhilHealth Number: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_



Civil Status: ☐ Single/Widow/Widower/Legally Separated/(No Dependents)

☐ Head of the Family

☐ Single with qualified dependents

☐ Widow/Widower with qualified dependent

☐ Legally Separated with qualified dependents

☐ Benefactor of a qualified senior citizen

☐ Married

☐ Number of Children below 21 yrs old

☐ Husband claims additional exemption

☐ Wife claims additional exemption (Attach waiver of husband)

**AUTHORIZED MONTHLY DEDUCTIONS**

Regular Deductions:

Life and Retirement: \_\_\_\_\_

PAG-IBIG: \_\_\_\_\_

PhilHealth: \_\_\_\_\_

Withholding Tax: \_\_\_\_\_

Prepared by:

Certified Correct:

\_\_\_\_\_  
Printed Name & Signature of Teacher/Employee

\_\_\_\_\_  
Printed Name and Signature of school Head