



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

REGIONAL MEMORANDUM  
No. 273 s. 2025

AUG 15 2025

**TRAINING ON THE PREPARATION OF PAYROLL AND REMITTANCES  
OF RPSU-PAID PERSONNEL IN NEGROS ISLAND REGION (NIR)**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Administrative Services Division and Field Technical Assistance Division, will conduct the Training on the Preparation of Payroll and Remittances of RPSU-Paid Personnel in Negros Island Region on September 1-5, 2025 at Nature's Village Resort, Talisay City, Negros Occidental.
2. This activity aims to:
  - a. update the integration of personnel to the payroll and the monthly deduction of Private Lending Institutions (PLIs), Provident, GSIS and Pag-Ibig; and
  - b. update Form 7 in the payroll and Print Disbursement Voucher, Remittance lists, Form 7, Payroll, and Payslips.
3. Each Schools Division is requested to send three (3) participants to attend the training. The names should be sent on or before August 18, 2025 through a google form link below, as this will be used for certificate generation.

*Google form link: <https://tinyurl.com/DepEdNIRTrainingParticipants>*

4. Enclosed is the matrix of activities for reference.
5. Onsite registration will be on September 1, 2025 (Monday). The first meal is PM snacks of Day 0 (September 1, 2025) while the last meal is lunch of Day 4 (September 5, 2025). Observe the following time schedule:  
01:00-01:30 pm – Registration & Installation of Visual FoxPro 9.0  
01:30-02:00 pm - Opening Program
6. The participants of the Training are requested to bring the following:
  - a. laptop/s;
  - b. extension cords;
  - c. hard drive/flash drive;
  - d. Form 7 (fully filled in with absences, tardiness, etc.);
  - e. Stoppages (deduction of loans);
  - f. Integration/transmittal (newly hired, transfer, promotion, step etc.);
  - g. Exclusion (payroll – retired, resigned, etc.); and
  - h. Billing (provident).



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7. The participants' board and lodging expenses shall be chargeable against DepEd NIR Funds, while transportation, per diem, and other incidental expenses to local funds, subject to the usual accounting and auditing rules and regulations.

8. For further queries, contact Roy D. Villacorte, OIC-EPS in Field Technical Assistance Division at 09913779608 and [roy.villacorte@deped.gov.ph](mailto:roy.villacorte@deped.gov.ph)

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

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

Encl.: None

Reference: As Stated

To be indicated in the Perpetual Index

under the following subjects:

**TRAINING PROGRAMS**

RDV/FTAD-RMWLC- TRAINING ON THE PREPARATION OF PAYROLL AND REMITTANCES OF RPSU-PAID PERSONNEL IN NEGROS ISLAND REGION (NIR)  
006/August 14, 2025



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Enclosure 1 to RM No. \_\_\_\_\_, s. 2025

**TRAINING MATRIX FOR THE TRAINING ON THE PREPARATION  
OF PAYROLL AND REMITTANCES OF RPSU-PAID PERSONNEL  
IN NEGROS ISLAND REGION (NIR)**

**September 1-5, 2025 @ Natures Village, Talisay City, Negros Occidental**

Time	Activity	In-Charge
<b>Day 0</b>		
12:30-01:30 pm	Registration	<b>Nestor A. Amisola, PhD</b> OIC-EPS FTAD
01:30-02:00 pm	Opening Program	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
02:00-03:00 pm	Orientation on Payroll Process of DepEd RPSU VI	<b>Ms. Precios J. Garcia</b> Administrative Officer II
03:00-03:30 am	Walkthrough of Payroll Processes	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
03:30-05:30 pm	Hands-on training of SDOs on the integration of personnel in the payroll	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
05:30-06:00 pm	Clearing House	
<b>Day 1</b>		
08:00-08:30 am	Morning Preliminaries	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
08:30-10:30 am	Hands-on training of SDOs on the integration of personnel in the payroll	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
10:30-10:45 am	Health Break	
10:45-12:00 nn	Hands-on training of SDOs on the integration of personnel in the payroll	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
12:00-01:00 pm	Lunch Break	
01:00-02:00 pm	Discussion on the Preparation of Payroll & Remittances	<b>Ms. Precios J. Garcia</b> Administrative Officer II
02:00-04:30 pm	Hands-on training of SDOs on the updates of payroll on Form 7 and deduction requests	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
04:30-04:45 pm	Health Break	
04:45-05:30 pm	Hands-on training of SDOs on the updates of payroll on Form 7 and deduction requests	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
05:30-06:00 pm	Clearing House	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD



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<b>Day 2</b>		
08:00-08:30 am	Morning Preliminaries	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
08:30-09:30 am	Discussion on the Preparation of Payroll & Remittances	<b>Ms. Precios J. Garcia</b> Administrative Officer II
09:30-12:00 nn	Hands-on training of SDOs on the deduction of PLIs and GFIs	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
12:00-01:00 pm	Lunch Break	
01:00-03:00 pm	Hands-on training of SDOs on the deduction of PLIs and GFIs	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
03:00-03:15 pm	Health Break	
03:15-05:00 pm	Hands-on training of SDOs on the deduction of PLIs and GFIs	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
05:00-06:00 pm	Clearing House	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
<b>Day 3</b>		
08:00-08:30 am	Morning Preliminaries	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
08:30-09:30 am	Discussion on the Preparation of Payroll & Remittances	<b>Ms. Precios J. Garcia</b> Administrative Officer II
09:30-12:00 nn	Hands-on training of SDOs on the printing. Of payslip, payroll, Form 7, Disbursement Voucher and Remittance lists	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
12:00-01:00 pm	Lunch Break	
01:00-03:00 pm	Hands-on training of SDOs on the printing. Of payslip, payroll, Form 7, Disbursement Voucher and Remittance lists	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
03:00-03:15 pm	Health Break	
03:15-05:00 pm	Hands-on training of SDOs on the printing. Of payslip, payroll, Form 7, Disbursement Voucher and Remittance lists	<b>Mr. Mikko H. Setias</b> Administrative Aide VI
05:00-06:00 pm	Clearing House	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
<b>Day 4</b>		
08:00-08:30 am	Morning Preliminaries	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
8:30-10:00 am	Hands-on training of SDOs on the preparation of remittances (PHIC and PLIs) excluding the cancellations	<b>Ms. Precios J. Garcia</b> Administrative Officer II



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10:00-11:00 am	Clearing House/Ways Forward	<b>Mr. Jepnie Jan G. Barrido</b> Supervising Administrative Officer
11:00-12:00 nn	Closing Program	<b>Roy D. Villacorte, PhD</b> OIC-EPS FTAD
12:00 nn onwards	Home Sweet Home	