



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 10 2025

REGIONAL MEMORANDUM
No. 476 s. 2025

**ADDENDUM TO REGIONAL MEMORANDUM 273, S. 2025 TITLED 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. Relative to Regional Memorandum No. 273, s. 2025 titled **Training on the Preparation of Payroll and Remittances of RPSU-Paid Personnel in Negros Island Region (NIR)**, this Office announces the following additional information:
 - a. Grant of Compensatory Time Off (CTO) shall be given to all non-teaching personnel on September 22, 2025, pursuant to Proclamation No. 60 (s. 1992) declaring the last week of September of every year as Family Week and Proclamation No. 326 (s. 2012) designating the fourth Monday of September as “Kainang Pamilya Mahalaga” Day.
 - b. Extension of the Phase 2 schedule of the said training until September 27, 2025 due to inclement weather conditions.
2. The participants and members of the Technical Working Group (TWG) shall stay at the venue to ensure their safety.
3. Other provisions of the aforementioned Memorandum still remain in effect.
4. 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

