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Republic of the Philippines
Department of Education

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Office of the Undersecretary for Finance
Disbursements and Accounting

DM - OUFDA - 2018 - 0005

April 30, 2018

DepEd Region IV-A
RECORDS SECTION

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MAY 03 2018
Date/Time: 10:38 3/2018

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.

[Signature]
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. SANTOSA, Director IV, Bureau of Human Resource and Organizational Development