



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY


March 5, 2025

DIVISION MEMORANDUM
NO. 207 S. 20205

**MONITORING OF THE PROCESSING AND PROVISION OF TECHNICAL ASSISTANCE
TO THE IMPLEMENTING UNITS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to the Regional Memorandum No. 151, s. 2025 dated February 13, 2025. This office through Administrative Division, shall conduct monitoring of payroll processing and provision of technical assistance to the Implementing Units which operates its own payroll system.
2. The activity shall be conducted in coordination with the General Administrative Unit of the Schools Division Office where the school is located.
3. The monitoring team shall be composed of personnel from the Administrative and Finance Divisions.
4. Please be reminded of the schedule of the monitoring activities of the Payroll Processing of the SDO and Implementing Units particularly *Leyte National High School, Tacloban National Agricultural School and Sagkahan National High School* will be on June 18-19, 2025.
5. The transportation, board and lodging and other incidental expenses of the members of the team shall be charged against their respective MOOE/local fund, subject to the usual accounting and auditing rules and regulations.
6. For immediate and wide dissemination of this memorandum is desired.


SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

