



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
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DIVISION MEMORANDUM
OSDS-2025- 1789

**ORIENTATION OF ADMINISTRATIVE ASSISTANTS III ON
PAYROLL SYSTEM IMPLEMENTATION**

To : **DIVISION PAYROLL SERVICES UNIT TEAM/SYSTEM DEVELOPERS**

ADMINISTRATIVE ASSISTANT III
All Secondary Implementing Units

1. This Memorandum is issued to require the attendance of all Administrative Assistant III of the seventeen (17) Secondary Implementing Units in an orientation designed to capacitate them as users of the Payroll System. The activity aims to ensure that, prior to the system's full implementation, participants are equipped with the necessary knowledge and skills to operate the system, particularly in the area of tax computation.
2. The orientation shall be conducted on Thursday, December 18, 2025, at the Gold Conference Hall, DepEd Building, Capitol Complex, Nabunturan, Davao de Oro to start at 1 o'clock in the afternoon.
3. At the end of the orientation, participants are expected to:
 - o Demonstrate proficiency in navigating and operating the Payroll System;
 - o Accurately compute and validate tax deductions;
 - o Apply the acquired knowledge in preparation for the system's implementation in their respective schools.
4. All concerned Administrative Assistant III are directed to attend the orientation. No substitution shall be allowed except for valid reasons.
5. Travel and other allowable expenses incurred in attendance to the activity shall be chargeable against the respective School MOOE, subject to the usual accounting and auditing rules and regulations.
6. Dissemination of this memorandum to all concerned is desired.

PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



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