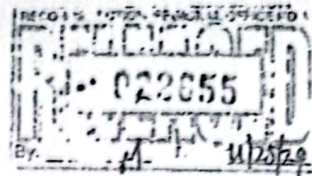




Republic of the Philippines
Department of Education
REGION V - BICOL



25 November 2024

REGIONAL MEMORANDUM

No. **11453** s. 2024

SUBMISSION OF MONTHLY SALARY BACK-UP FILES

To : Schools Division Superintendents
Schools Heads of Implementing Units and Fiscal Autonomous Schools
All Concerned

1. This refers to the result of the monitoring conducted by this Office through the Administrative Division - Payroll Services involving the non-submission of monthly salary backup files by the Implementing Units (IUs) and Fiscal Autonomous Schools (FAS).

2. It must be noted that the provisional authority issued to the IUs and FAS to utilize the Payroll System carries with it the obligation to submit the monthly salary backup files.

3. The IUs and FAS payroll in-charge are expected to submit the backup files following the conditions below:

- a. They must submit the files in zip file format.
- b. Such files must be labeled as Back-up File (Name of School and Month).
- c. Inside the zip file, the following files must be included:

1. Divtable.dbf
2. Dedfile.dbf
3. Dedtable.dbf
4. Excluded.dbf
5. Included.dbf
6. Mastfile.dbf
7. Netpay.dbf (To be processed inside the Payroll System)
8. Payrolls.dbf
9. Payfsort.dbf
10. Rdetail (Text Document)
11. Stntable.dbf
12. PYENT - all
13. PYENT 1 and DEPED (Text Doc.) and PYENT 2 and DEPED (Txt Doc.)



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



d. Such files must be emailed to asdsad@deped.gov.ph copy furnished asa@deped.gov.ph and tantingojanky.villafuerte@deped.gov.ph

4. Enclosed are the list of schools per SDOs that are urged to submit their respective backup files every 10th day of the current month.

5. On the other hand, since a previous order was issued to the IUs and FAS requiring such submission, the school heads must ensure that compliance with the same is observed, otherwise administrative liability shall attach against the school heads and payroll in-charge.

6. This Office expects the first submission of the monthly back-up files on **December 10, 2024**.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.




GILBERT A. SADSAD
Regional Director



Republic of the Philippines
Department of Education
Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES


December 2, 2024

TO:

Assistant Schools Division Superintendent
Public School District Supervisors
School Heads of IU's and FAS
All Others Concerned

For your information, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-in-Charge

DepED
MAGTAG



DepEd - Division Office - Catanduanes
DepEd - Division Office - Marikina
DepEd - Division Office - Marikina

Name of SDO	Name of IUs/FAS with no submission of Back Up as of November 2024	Name of IUs/FAS with submitted incomplete Back Up as of November 2024
Camarines Sur	Juan F. Trivino MHS	
	San Jose Pili NHS	
	Nato NHS	
	Tandaay Prov HS	
	Antipolo NHS	
	Hanawan HS	
	Don M. Gonzalvo MHS	
	Juan L. Filipino HS	
	Milaor NHS	
	Bula NHS	
	Nabua NHS	
	San Ramon Pilot HS	
	San Rafael NHS	
	San Juan NHS	
	Camaligan NHS(Sto Tomas NHS)	
	Magarao NHS	
	Ocampo NHS	
	Sipocot NHS	
	Ragay National Agri FHS	
	Barcelonita FS	
	Pamukid NHS	
	Don Servillano Platon MNHS	
	Rodriguez NHS	
Pili NHS		
Bula NHS		
Catanduanes	Caramoran School of Fisheries	Bagamanoc Rural Devt HS
	Catanduanes NHS	Baras Rural Devt HS
	Gigmoto Rural Devt HS	San Andres Vocational School
	Pandan School of Arts & Trades	Viga Rural Devt HS
Masbate Province	Aroroy NHS	A Clemente Jr NHS
	Bagahanglad NHS	Badiang NHS
	Baleno NHS	Del Carmen NHS
	Balud NHS	Luy-A NHS
	Buena Vista NHS	Mobo NHS
	Dimasalang	Pawican NHS
	Mandaon NHS	Panique NHS
	Salvador Arollado Sr. MHS(Pulanduta)	Monreal NHS
	San Pascual NHS	MSF
	Villahermosa NHS	Cataingan NHS
San Jacinto NHS		