



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 15, 2025

DIVISION MEMORANDUM

No. 304 s., 2025

**PROTOCOLS IN DELETING FULLY PAID OR RENEWED LOAN ACCOUNTS
IN THE PAYROLL SYSTEM**

TO : OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
CID and SGOD Supervisors & Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned

1. This Office hereby reiterates Regional Memorandum No. 460, s. 2025, titled "Reiteration of the Established Protocols in Deleting Fully Paid or Renewed Loan Accounts in the Payroll System: A Comprehensive Guide," a copy of which is attached to this division memorandum. All Payroll In-Charge in the Schools Division Office Proper and Implementing Units, through the HRMO and School Heads, are advised to follow the prescribed procedures for deleting deductions in the Payroll System.
2. Compliance of all concerned is desired.


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Republic of the Philippines
Department of Education
REGION V - BICOL



02 April 2025

REGIONAL MEMORANDUM

No. **00460**, s. 2025

REITERATION OF THE ESTABLISHED PROTOCOLS IN DELETING FULLY PAID OR
RENEWED LOAN ACCOUNTS IN THE PAYROLL SYSTEM:
A COMPREHENSIVE GUIDE

To: Assistant Regional Director
Schools Division Superintendents
School Heads of Implementing Units and Fiscal Autonomous Schools
All Others Concerned

1. This refers to our commitment to data security and privacy; the reiteration of the importance of proper data/deduction deletion practices within our organization is constantly expected for Payroll Services In-Charge.
2. The proper deletion of deductions in the Payroll System is crucial, as deductions directly impact the net pay of employees, improper deletion can lead to overpayment or underpayment.
3. In this regard, the following is a comprehensive guide on deleting deductions in the payroll system:
 - a. Borrower makes a letter request addressed to your respective SDSs or School Heads;
 - b. Borrower attaches the original copy of the OR in the letter request, including the original copy of the Certificate of Full Payment issued by the concerned PLI;
 - c. Payroll In-Charge shall immediately email the ORs and Certificate of Full Payment to the concerned PLIs for confirmation; and
 - d. Payroll In-Charge shall screenshot the response of the PLIs, and if approved, Payroll In-Charge may now directly delete or stop the deduction being requested.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

AD-PSU/sjd/vii/raa
04/2/2025



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