

27 May 2024

REGIONAL MEMORANDUM

No. 00616, s. 2024

00616

UTILIZATION OF INCLUDED AND EXCLUDED FILES SENT BY
THE PAYROLL SERVICES FOR PURPOSES OF
ACTING ON LOAN APPLICATIONS

To : Schools Division Superintendents

1. This Office, through the Payroll Services will be providing your respective SDO Verifiers excluded and included files to be utilized solely for acting on various loan applications **effective May 31, 2024**.
2. These instructions shall also cover **SDOs, IUs, and FAS with Payroll System**. The latter shall provide the said data to its respective verifiers.
3. Having these set of files, the Verifiers may opt not to request for the physical availability of the Pay Slips of every loan applicant before they could verify the same.
4. Verifiers shall utilize the excluded and included files only during assessment of loan applications that were sent by prospective borrowers to their respective verifiers email accounts on any given working day. Simply put, if a borrower had emailed them requesting for verification, that's the only time that they should access the said files.
5. In this regard, Verifiers are prohibited from sharing the excluded and included files to any DepEd accredited PLIs because this Office will provide them a separate file. If the latter intends to request, you may advise them to put their respective requests in writing. In turn, your office shall indorse the same to this Office (Attention Head of Payroll Services – Administrative Division), and send a file copy of the indorsement to the requester.
6. The rationale of the above-given prohibition is in keeping with the provisions of the Data Privacy Act of 2012.
7. For information and compliance.

[Signature]
GILBERT A. SABSAD
Regional Director

DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
BY: *[Signature]* No: *492*
DATE: *03 JUN 2024* TIME: *2:58*

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Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 31, 2024

TO: Assistant Schools Division Superintendent
Secondary School Heads (IU's)
Verifiers
All Others Concerned

For your information, guidance and compliance.

[Signature]
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent