



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

National Capital Region  
RECORDS AND PUBLICATION UNIT  
**RELEASED**

By: [Signature]  
Date: 20 FEB 2018 Time: 4-  
February 19, 2018

Memorandum  
No. 74, s. 2018

**IMPLEMENTATION OF P5,000.00 NET TAKE HOME PAY FOR  
DEPARTMENT OF EDUCATION PERSONNEL**

To : Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is a copy of DepEd Order No. 5, s. 2018 dated February 15, 2018 from Secretary Leonor Magtolis Briones, Department of Education, Meralco Avenue, Pasig City, together with the Unnumbered Memorandum of Undersecretary for Finance-Disbursements and Accounting (DA) Victoria L. Medrana Catibog for partial implementation of DepEd Order No. 5, s. 2018 for the payroll month of February, contents of which are self-explanatory, for information and guidance of all concerned.
2. Immediate dissemination thereof.

[Signature]  
**ATTY. JOYLYN P. DULNUAN**  
Chief Administrative Officer  
Officer-In-Charge

Reference:

DepEd Order No. 5, s. 2018  
Unnumbered Memorandum dated February 15, 2018

To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS	DEDUCTIONS
EMPLOYEES	OFFICIALS
PAYMENTS	POLICY
SALARY	



Republic of the Philippines  
**Department of Education**

*Office of the Undersecretary for Finance  
Disbursements and Accounting*

February 15, 2018

**MEMORANDUM**

To: **ALL REGIONAL DIRECTORS  
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND  
ORGANIZATIONAL DEVELOPMENT**

Attention: **Chiefs, Regional Administrative and Finance Divisions, and Central Office  
Personnel Division  
Heads, Implementing Unit Secondary Schools**

FROM: **VICTORIA L. MEDRANA CATIBOG**  
Undersecretary for Finance – Disbursements and Accounting (DA)

SUBJECT: **PARTIAL IMPLEMENTATION OF DEPED ORDER NO. 5, S. 2018 FOR THE  
PAYROLL MONTH OF FEBRUARY 2018**

Please see attached subject DepEd Order (DO), entitled, "Implementation of P 5,000.00 Net Take Home Pay for Department of Education Personnel," for your guidance, immediate implementation, and dissemination.

In relation to this, please be advised that item 3.b. in the subject DO, the order of preference of salary deductions due to entities falling under categories (b), (c), (d), (e), and (f), will not yet be implemented in the payroll month of February 2018. This is due to the lack of time to categorize and validate the codes in view of the scheduled release of salaries for this payroll month. Pending the classification and categorization of the codes, the first-in first-served system will apply to the said deductions. Nonetheless, all other provisions in the DO will be implemented, including the minimum monthly net take home pay (NTHP) of P5,000 (item 2) and prioritization of mandatory deductions (item 3.a.).

The payroll program for the partial implementation of the DO, as discussed above, will be e-mailed by the Information and Communications Technology Service – Solutions Development Division (ICTS-SDD) to the respective e-mail addresses of the Payroll Services Units in your regions immediately. You may contact Mr. Mario M. Valenton, ICTS-SDD, at tel. no. (02) 633-2092 and e-mail address [mario.valenton@deped.gov.ph](mailto:mario.valenton@deped.gov.ph), for questions related to the payroll program.

Finally, all DepEd Offices that are unable to implement the minimum P5,000 monthly NTHP for the current payroll month are instructed to write the Office of the Secretary, copy furnished this Office, **on or before February 28, 2018**, to inform and explain why the minimum P5,000 monthly NTHP could not be implemented for the payroll month of February 2018.

For compliance.

  
**V. L. M. CATIBOG**

Attachment: As stated.

Copy furnished:

**LEONOR MAGTOLIS BRIONES**  
Secretary, this Department

**ABRAM Y.C. ABANIL**  
Director IV, ICTS, this Department