



MAR 24 2011

DepEd O R D E R  
No. 30 s. 2011

**IMPLEMENTATION OF SCHOOL-BASED PAYROLL PREPARATION**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools  
All Others Concerned

1 With reference to DepED Order No. 47, s. 2009 dated May 13, 2009, entitled "Amending Item No. 5 of DepED Order No. 46, s. 2004", (copy enclosed), the Regional Office shall transfer the payroll preparation and processing from the Regional Payroll Servicing Unit (RPSU) to concerned Automated Teller Machine (ATM)-ready secondary school which has the capacity to prepare a school-based payroll as determined by the Chief of the Budget and Finance Division and approved by the Regional Director.

2. To implement this Order, the RPSU with the assistance of the Systems Division at the Central Office shall:

- a) conduct a one-day orientation for the Automatic Payroll Deduction System (APDS) guidelines;
- b) transfer database needed by the schools, including the pending requests for salary deductions and billings submitted by accredited Government Financial Institutions/Private Lending Institutions (GFIs/PLIs);
- c) inform the GFIs/PLIs on the effective date of payroll transfer; and
- d) conduct parallel run with the secondary schools to ensure the accuracy of the initial payroll preparation.

3. On the other hand, the Secondary School Principals shall:


- a) submit their requests to their respective Regional Directors for a school-based payroll system together with a notification from their servicing banks that their programs for ATM crediting has been installed in their schools for evaluation and test-run;
- b) strictly observe the minimum net pay requirement as provided by the annual General Appropriations Act (GAA);



- c) comply with the APDS guidelines on the withholding and prompt remittance of salary deductions and government shares to GFIs and accredited PLIs; and
- d) ensure that service fees deducted from remittances are properly accounted and deposited with the Bureau of Treasury.

4. Consistent with Paragraph No. 2 of the abovementioned DepED Order, the Budget and Finance Division shall conduct periodic review on the implementation of this Order and recommend necessary actions, as the case maybe.

5. Immediate dissemination of and strict compliance with this Order is directed.



**ATTY. ALBERTO T. MUYOT**  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

Reference:

DepEd Order: (No. 47, s. 2009)

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

POLICY  
SALARY  
SCHOOLS

Reference:

DepED Order: (No. 46, s. 2004)

Allotment: 1—(D.O. 50-97)

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

AMENDMENT  
FUNDS  
SCHOOLS  
SALARY  
LEGISLATIONS  
POLICY

Sally: dbm-deped joint circular no. 2004-01  
April 20, 2009



MAY 13 2009

DepED ORDER  
No. 47, s. 2009

AMENDING ITEM NO. 5 OF DEPED ORDER NO. 46, S. 2004  
(Amendment to DepED Order No. 37, s. 2004)

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools  
RPSU Personnel

1. In line with the direct release of funds pursuant to DBM-DepED Joint Circular No. 2004-01 dated January 1, 2004, Section 5 of DepED Order No. 46, s. 2004 dated July 29, 2004 is hereby amended to read as follows:

**"The payroll and paychecks of personnel under the Schools Division Offices (including those in the secondary schools without financial staff) shall be prepared by the Regional Payroll Services Unit (RPSU) except for those personnel in secondary schools with financial staff that are currently preparing their own. In case the secondary school with financial staff is already ATM - ready and has the capacity to prepare a school-based payroll as determined by the Chief of the Budget and Finance Division and approved by the Regional Director, the Regional Office shall transfer the payroll preparation and processing from the RPSU to the respective secondary schools".**

2. In the implementation of this amendment, the Regional Director shall ensure that the Secondary Implementing Units shall have the capacity to prepare their own payroll as well as to withhold and remit authorized salary deduction in accordance with the DepED Automatic Payroll Deduction System (APDS) and to follow strictly guidelines set forth for the payroll and paychecks preparation.

3. Immediate dissemination of and compliance with this Order is directed.

  
JESLI A. LAPUS  
Secretary