



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

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