




January 13, 2017

REGIONAL MEMORANDUM

No. 020, s. 2017

FOR: Schools Division Superintendents
School Heads, Fiscally Autonomous Secondary Schools
This Region

FROM: 
VICTOR G. DE GRACIA, JR., CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director

SUBJECT: SUBMISSION OF PAYROLL DATA BASE OF DEPED EMPLOYEES

1. The Bangko Sentral ng Pilipinas (BSP), through the representatives from the Department of Economic Research intends to perform an in-depth research on the credit profile of DepEd Employees, primarily teachers, to be able to formulate financially-inclusive policies appropriate for the Philippine teacher salary loan market.

2. The collaboration of DepEd by providing data to BSP, is needed to the said research. In this regard, kindly submit to the Employee Account Management Division (EAMD), Central Office, the following database files used for the payrolls generated for each of the payroll months from January to December 2016 (converted to MS Excel files) in your respective jurisdictions.

MASTFILE -Records of DepEd Employees in the payroll database

DEDFILE - Records of deductions from the payroll of DepEd employees

3. For the implementing units using different database files for their payroll, kindly require the submission of the masterlists of employees and the payrolls (in MS Excel format) used for the said period, equivalent to the abovementioned files, containing similar relevant information.

4. Kindly send the abovementioned files thru e-mail to *Ms. Roma Kristine M. Asuncion* and *Ms. Czarina C. Besares*, EAMD, at e-mail addresses roma.asuncion@deped.gov.ph and czarina.besares@deped.gov.ph, respectively, on or before **January 15, 2017** and use the following format for the subject of your e-mail submission: "<Region Name>-MASTFILE/DEDFILE-<Month/s>2016". Rest assured that the Central Office shall treat all records you submit **with utmost confidentiality** for the purposes of the said research.

5. For immediate compliance. Thank you.