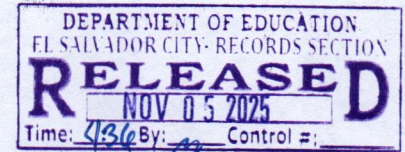




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 4, 2025

DIVISION MEMORANDUM
No. 398, s. 2025

**PARTICIPATION TO THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2)
UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTER 1 TO 4)**


To: KENNETH ANGEL B. GUILLENA, AO II
REMY JANE M. MARKINEZ, ADAS III
All Others Concerned

1. Regarding on the Regional Memorandum 874, s. 2025, this office enjoins the said participants to attend the **"Roll-Out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes and Other Matters (Cluster 1 to 4)"** on **November 19-21, 2025**, at **Greenleaf Hotel, General Santos City**.
2. This activity aims to address reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.
3. Each Schools Division Office (SDO) may send at least two (2) participants, designated as APDS Verifiers. Moreover, please be guided by the following details:
 - a. Please bring:
 - Laptop and extension cord
 - Latest copy of the Verifier's Ledger
 - Updated list of active payees and corresponding deduction codes
 - Other pertinent documents related to payroll verification and deductions:
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
 - b. Travel expenses shall be charged against the participant's local funds, subject to existing accounting and auditing rules.
 - c. Meals: The first meal on Day 0 will be Dinner, and the last meal to be served is Lunch. Cluster 4 is on November 19, 2025.
 - d. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and necessary adjustments. For further inquiries, you may contact the FS-EAMD at fs.eamd@deped.gov.ph, attention Ms. Gwyneth Salvador.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. This memorandum shall also serve as the **Official Authority to Travel** of the identified participants.
5. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Attach: As Stated,
To be indicated in the Perpetual Index
under the following subjects

ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2)

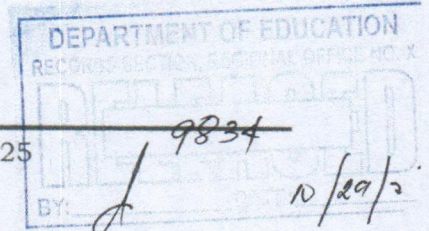
OSDS/JLOD



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

October 24, 2025



REGIONAL MEMORANDUM
No. 874, s. 2025

**ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES,
DEDUCTION CODES AND OTHER MATTERS (CLUSTER 1 TO 4)**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Human Resource Management Officers
APDS Verifiers
Information Technology Officers/Programmers
All Others Concerned

1. This is to disseminate the attached communication from the Finance Service-Employee Account Management Division (EAMD) re: Roll-Out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes and Other Matters (Cluster 1-4).
2. Cluster 4 for Regions IX, X, XII and CARAGA will be on November 19-21, 2025 at Greenleaf Hotel, General Santos City.
3. All participants are advised to register on or before November 3, 2025 through this link: <https://tinyurl.com//Roll-out-Cluster-4>.
4. Please refer to the attached communication for the complete details.
5. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: as stated
To be indicated in the Perpetual Index
under the following subject:
SEMINAR-WORKSHOP

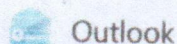
DTS No. 25-141095



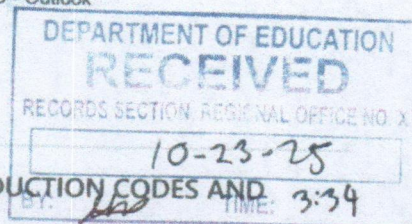
Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

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Effectivity	01.22.21	Page	1 of 1





Outlook



Re: ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTER 1 TO 4)

From Deped Butuan City <butuan.city@deped.gov.ph>

Date Thu 10/23/2025 3:27 PM

To Employee Account Management Division <fs.eamd@deped.gov.ph>

Cc Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>; ICTS - Office of the Director <icts.od@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>

Acknowledged.

On Thu, Oct 23, 2025 at 2:47 PM Employee Account Management Division

<fs.eamd@deped.gov.ph> wrote:

The Finance Service – Employee Account Management Division (FS-EAMD), through its Automatic Payroll Deduction System (APDS), hereby invites **all designated verifiers** to participate in the conduct of the Roll-out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4), which will be held on the following schedule:

CLUSTER	REGIONS	DATE
1	I, II, III, and CAR	November 23–25, 2025
2	IV-A, MIMAROPA, V, and NCR	November 24–26, 2025
3	VI, VII, VIII, and NIR	November 12–14, 2025
4	IX, X, XI, XII, and CARAGA	November 19–21, 2025

The final venue shall be issued through a separate advisory.

This activity addresses reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.

Following the pilot testing conducted with selected verifiers in Regions IV-A and NCR—and subsequent revisions based on its findings—this roll-out will present the enhanced NTHP verification system. The updated system incorporates improvements to ensure accurate processing and compliance with payroll policies and procedures.

The participants of this activity shall be those directly involved in the verifier's ledger process and will be assigned to train other verifiers in their respective regions and divisions, as follows:

1. **Each Regional Office (RO)** may send up to **four (4)** participants only, with any of the following designations:

- APDS Verifier

- RPSU Head or Staff
- Information Technology (IT) Officers or Programmers

2. Each Schools Division Office (SDO) may send at least two (2) participants, designated as APDS Verifiers.

Moreover, please be guided by the following details:

- **1. Please bring:**
 - Laptop and extension cord
 - Latest copy of the Verifier's Ledger
 - Updated list of active payees and corresponding deduction codes
 - Other pertinent documents related to payroll verification and deductions:
 - FoxPro Master File (MASTFILE)
 - FoxPro Deduction File (INCLUDED)
 - FoxPro Undeducted Obligations Files (EXCLUDED)
 - FoxPro Net Pay File (PYENT)
- **2. Travel expenses** shall be charged against the participant's local funds, subject to existing accounting and auditing rules.
- **3. Meals:** The first meal on Day 0 will be **Dinner**, and the last meal to be served is **Lunch**.

CLUSTER	DAY 0 DATE
1	November 23, 2025
2	November 24, 2025
3	November 12, 2025
4	November 19, 2025

- **4. Travel Authority** shall be prepared individually or per office, depending on internal arrangements.
- 5. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and necessary adjustments.

We highly appreciate your active participation in this initiative. Kindly confirm your attendance by completing the registration form on or before **November 03, 2025** through the following link:

REGIONS	LINK
I, II, III, and CAR	https://tinyurl.com/Roll-out-Cluster-1
IV-A, MIMAROPA, V, and NCR	https://tinyurl.com/Roll-out-Cluster-2
VI, VII, VIII, and NIR	https://tinyurl.com/Roll-out-Cluster-3
IX, X, XI, XII, and CARAGA	https://tinyurl.com/Roll-out-Cluster-4

For further inquiries, you may contact the FS-EAMD at fs.eamd@deped.gov.ph, attention **Ms. Gwyneth Salvador**.

For immediate dissemination and appropriate action.

Thank you.

Employee Account Management Division (EAMD)

Department of Education - Finance Service
2nd Flr., T. Alonzo Bldg., DepEd Complex

Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:
[bcliv/EAMDFE](#)

DIVISION OF BUTUAN CITY

Rosal St., Brgy. Dagohoy

Butuan City, 8600

Phone: (085) 341 0022

This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.

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Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters

REGISTRATION FORM

CLUSTERS 4

Date: November 19-21, 2025
Venue: Greenleaf Hotel, General Santos City

Start now

The slide features a blue background with a blurred image of a crowd. A small blue square with three dots is in the top right corner of the slide area.