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

October 20, 2026

DIVISION MEMORANDUM
NO. 349, s. 2026

PAYROLL PROCESSING AT THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Elementary and Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that payroll processing was decentralized to the Schools Division Offices (SDOs) effective April 2026.

2. In this regard, please be informed that the information and files necessary for the processing of the Regular Payroll have already been downloaded at the Division Level. Accordingly, all payroll-related concerns shall be addressed to the Schools Division Office through the following designated personnel:

2.1. **Kenneth Angel B. Guillena** - Administrative Officer II (Payroll Officer)
2.2. **Remy Jane M. Markinez** - Administrative Assistant III(Loans Verifier)

3. Consequently, concerns pertaining to payroll processing shall no longer be entertained at the Regional Office, as these matters are now handled at the Schools Division Office level.

4. This Office shall adhere to the Equal Opportunity Principle (EOP) in implementing this Memorandum. All decisions and actions shall be guided by applicable policies and guidelines, without discrimination on the basis of age, gender, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. Immediate and wide dissemination of this Memorandum is hereby directed.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

Payroll Processing

OSDS/Personnel/kbg