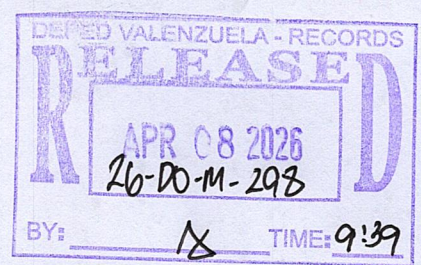




Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0306 s. 2026

CLEANSING AND UPDATING OF PAYROLL MASTERFILE

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the downloading of the payroll system in the Division Offices, this Office shall implement a **cleansing of the payroll masterfile**. This initiative aims to correct and complete any missing details to ensure accuracy and integrity of payroll records.
2. To facilitate this, a **list per school** will be released. Administrative Officers and Administrative Assistants are directed to thoroughly check the masterfile, identify necessary corrections and updates, and submit their findings to the Division Payroll Services Unit.
3. For questions or clarifications regarding the procedure, please coordinate directly to the **Division Payroll Services Unit** with telephone number 7002-5114 local 103.
4. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: None
References: None
To be indicated in the Perpetual Index
Under the following subjects:

PAYROLL SALARIES AND BENEFITS

MSF/DM - CLEANSING AND UPDATING OF PAYROLL MASTERFILE

