



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

May 6, 2024

**OFFICE MEMORANDUM**

OSDS No. 014, s. 2024

**CONSULTATION MEETING ON DIVISION PAYROLL SERVICES**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
All Functional Division Chiefs  
All Section Heads

1. The Schools Division Office of Tacurong City shall undertake the separation of Payroll Services from the Regional Office. This requires consultations and meetings to discuss the policies and business requirements of this office. Hence, a meeting will be held on **May 8, 2024**, from 9:30 AM to 11:30 AM in the Conference Room.
2. The agenda of the meeting are as follows:
  - Processes and Policies in Preparing Payroll Reports
  - Consultation in Improving our Payroll Services
  - Other matters pertaining to Payroll Services
3. **The following office shall attend to the meeting:**
  - Administrative Office
  - Human Resources and Management Office
  - Accounting Office
  - Budget Office
  - Payroll Unit
  - ICT Unit
4. Immediate dissemination and compliance to this Memorandum is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: None  
Allotment: None

To be included in the Perpetual Index under the following Subjects:  
CLIENT SERVICES SYSTEMS

JML/OSDS/DM/ CONSULTATION MEETING ON DIVISION PAYROLL SERVICES/ 5/ 6/ 23



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