



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

13 April 2026

DIVISION MEMORANDUM

OSDS – 2026 - 069

**IMPLEMENTATION of ELECTRONIC PAYSLIP (ePaySlip) in
ENTERPRISE MANAGEMENT SYSTEM (EMS)**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Heads
Administrative Officers II

1. In line with the Department of Education's continuing efforts to strengthen digital governance, improve operational efficiency, ensure data security, and support paperless initiatives, the Schools Division Office of Tacurong City hereby adopts the **Electronic Pay slip (ePaySlip)** through the **Enterprise Management System (EMS)** as the official and standard mode of issuance of employee payslips.

2. This initiative builds upon the Division's prior adoption of EMS for personnel-related and financial transactions, including loan application and document processing systems, and is consistent with national policies on electronic transactions, data privacy, audit compliance, and ease of doing business.

3. **LEGAL AND POLICY BASES.** This Memorandum is issued pursuant to the following laws, rules, and issuances:

Republic Act No. 8792 (Electronic Commerce Act of 2000)

– Recognizes the legal validity and enforceability of electronic documents and electronic data messages in government transactions.

Republic Act No. 10173 (Data Privacy Act of 2012)

– Mandates the protection of personal and sensitive personal information, including employee compensation records processed electronically.

Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)

– Directs government agencies to streamline and digitize processes to improve service delivery.

Civil Service Commission Memorandum Circular No. 14, s. 2022

– Provides guidelines on the use of digital signatures in official government documents.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425.
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Commission on Audit Circular No. 2020-012

– Allows submission and audit of digitized financial documents and payroll-related records.

Commission on Audit Circular No. 2022-004

– Supports the use of digital signatures in financial and administrative documents, subject to audit controls.

DICT E-Government Master Plan and related issuances

– Promotes interoperable, secure, and paperless digital government systems.

Division Memorandum OSDS No. 196, s. 2023

– *Implementation of the Enterprise Management System (EMS)*, establishing EMS as an official digital platform of the Division.

Division Memorandum OSDS No. 197, s. 2023

– *Implementation and Adoption of the Provident Loan Management System (PLMS) under EMS*, demonstrating EMS use for employee financial transactions.

Division Memorandum OSDS No. 094, s. 2024

– *Adoption of EMS for Accredited Private Lending Institution (PLI) Loan Applications*, affirming EMS as a secure and auditable system for personnel-related financial processes.

4. **COVERAGE.** This policy shall apply to **all teaching and non-teaching personnel** of the Schools Division Office of Tacurong City whose salaries are processed through the Division payroll system starting **April 2026** onwards.

5. **EMS ePaySlip FEATURES AND ACCESS**

Official and Standard Mode of Issuance

- The **ePaySlip generated and accessed through EMS** shall be the **official payslip** of the Division.
- The **routine mass printing of payslips shall be discontinued** starting for the Payroll Month of **April 2026**.
- The EMS ePaySlip shall serve as the **primary reference for payroll information**.

Electronic Access

- Employees shall access their ePaySlip through the EMS using authorized credentials.
- Payslips shall be available **per payroll month**, with historical records retained in the system in accordance with records retention and audit requirements.



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-562-4880; 0919-065-6425.

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



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

- The EMS shall maintain **system-generated audit trails** indicating payslip generation and access.

On-Demand Request for Printed Payslip

- Employees requiring a printed copy shall submit a request by clicking the **“Request Printed Copy”** button in the EMS for the selected payroll month.
- Upon successful submission, the request shall be automatically routed to the **Document Requests Module** of EMS.
- “Printed Copy” request is only applicable once per one payroll month. System will disable for subsequent requests.

Processing of Printed Payslips

- All printed payslip requests shall be **processed solely by the Human Resource Management Office / Payroll Unit**.
- Printing shall be done **only upon request and approval**, and not as a regular payroll activity.

Security Features of Printed Payslips

- To ensure authenticity and prevent unauthorized reproduction, all printed payslips shall contain the following:
- **PNPKI Digital Signature**, affixed prior to printing, consistent with RA 8792 and CSC guidelines; and
- **Wet signature of the authorized Payroll Officer**, certifying the printed copy as a true and faithful reproduction of the official EMS-generated ePaySlip.

Validity of Printed Copies

- Printed payslips issued through the EMS request workflow shall be considered **certified copies**.
- Any payslip printed outside this process or without the prescribed security features shall be deemed **unauthorized and invalid after the Payroll Month of April 2026**.

6. REQUEST FOR CERTIFIED TRUE COPY of PAYSLIP.

- Employee can request for a Certified True Copy of Slip thru **Document Requests** in **EMS**.
- Employee must present the following:
 - a. Original Signed Copy of PaySlip for months of April 2026 onwards and,
 - b. Original Printed Copy of PaySlip for months earlier than April 2026 subject for system verification





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

7. **REQUEST FOR SECOND COPY OF ORIGINAL PAYSLLIP**
- Employee can request for a second copy of the original payslip in person in the division office subject for verification:
 - Employee must submit the following documents for processing:
 - Letter Request addressed to the Schools Division Superintendent indicating the **reason, explanation of loss/damage, assurance of it not repeated.**
 - Affidavit of Loss duly notarized by a Notary Public
 - Employee must monitor the progress/status of the requested document in EMS.

8. **DATA PRIVACY, SECURITY, AND CONFIDENTIALITY.** All personal and payroll data processed through the EMS shall manage in strict compliance with the Data Privacy Act of 2012. The Human Resource Unit, Information Technology Unit, and Data Protection Officer shall ensure appropriate technical, organizational, and physical safeguards.

9. Immediate dissemination and compliance to this Memorandum is desired.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
References: Republic Act No. 8792 (Electronic Commerce Act of 2000)
Republic Act No. 10173 (Data Privacy Act of 2012)
Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)
Civil Service Commission Memorandum Circular No. 14, s. 2022
Commission on Audit Circular No. 2020-012
Commission on Audit Circular No. 2022-004
DICT E-Government Master Plan and related issuances
Division Memorandum OSDS No. 196, s. 2023
Division Memorandum OSDS No. 197, s. 2023
Division Memorandum OSDS No. 094, s. 2024
Allotment: None
To be included in the Perpetual Index under the following Subjects:
GOVERNANCE SYSTEM

JML/OSDS/DM/ EMS ePAYSLLIP 2026/11/2



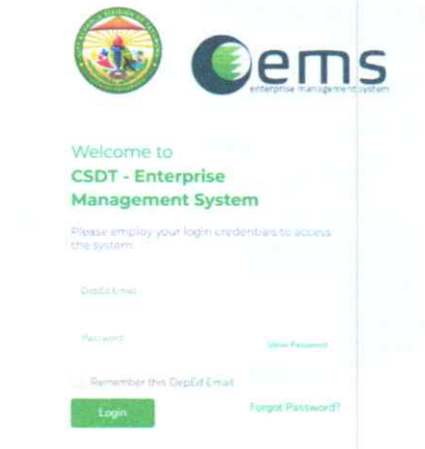
Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425.
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



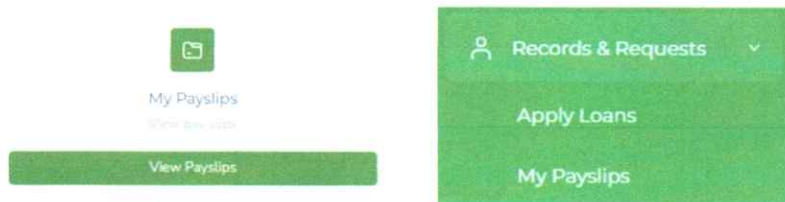
Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

Annex A. Processing of On-Demand Request for Printed Payslip

Step 1. Log in to EMS (ems.depedtacurong.org)



Step 2. Under Records and Requests > My Payslips



Step 3. Click the appropriate payroll month you want to request for a printed copy of your payslip.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425.
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Step 4. Click the **“Request Printed Copy”** button and confirm the request.

My Payslips
 Home > Records & Requests > My Payslip

[← Back to Payslips](#) [Request Printed Copy](#)

How to Request a Printed Payslip

1. Click the “Request Printed Copy” button above to submit your request.
2. Your request will be sent to the Document Processing Office.
3. Track your request status in [My Document Requests](#).
4. Once approved and ready, you’ll be notified to collect your printed payslip.

Note: Documenting school employees is a crucial part of the HR process. It ensures accurate payroll processing, compliance with labor laws, and efficient management of school resources.

Payslip for December 2025 Payroll ID

Request Printed Payslip?

Do you want to request a printed copy of this payslip?

Note: ONLY ONE COPY PER MONTH IS ALLOWED. Subsequent requests shall require appearance and are subject to additional requirements.

Step 5. Once confirmed, the request will appear in your **“My Document Requests”**. Wait for the processing and release of the document. Only the requesting personnel or the Administrative Officer II designated to school can receive the printed copy.

My Documents Requests
 Home > Records & Requests > My Document Requests

[Request Document](#)

Show: 102 entries

ID	Document Type	Payroll Month	Purpose	Status	Updated By	Date Time Requested	Actions
2223	Printed copy of Payslip	January 2025	Request for the printed copy of payslip	Pending		February 9, 2025 10:29 AM	Update Delete



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425.
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Annex B. Improved Printer Payslip with added security features.

Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region XII
 Schools Division Office of Tacurong City

OFFICIAL PAY SLIP
 for the salary month of **September 2024**

Personnel:	Employee Number:
Position:	Region: Region XII - SOCCSKSARGEN
Salary Grade:	Division: Tacurong City
Salary: 56,237.00	School: DO
PERA: 2,000.00	
Gross Compensation (Basic Salary + PERA):	58,237.00

Particular	Effectivity Date	Termination Date	Deduction
DEDUCTED*			
GSIS PERSONAL SHARE			5,061.33
MEDICARE (PHILHEALTH)			1,405.92
PAGIBIG FUND			200.00
WITHHOLDING TAX			5,122.28
DEPED NEU	03-2020	07-2020	150.00
Manila Teachers MAS	05-2021	12-2024	7,747.88
GSIS Policy Loan	02-2023	06-2052	500.00
Pag-Ibig Housing Loan	07-2023	07-2053	5,817.33
GSIS MPL	11-2023	11-2027	9,883.22
GSIS Emergency Loan	02-2024	01-2027	655.56
PROVIDENT LOAN	07-2024	06-2028	7,045.51
Total Deductions (all deducted* accounts)			43,389.03
Total Net Amount (Gross Compensation - Total Deductions):			14,847.97

Net Take Home Pay:	
1st Half	7,423.99
2nd Half	7,423.99

EMS Verification Code:

Digitally signed by School Division Office of Tacurong City, DN: cn=School Division Office of Tacurong City, ou=Department of Education, o=Republic of the Philippines, email=sdo@deped.gov.ph, c=PH

Payroll Officer

CSDT Enterprise Management System (EMS) - ICTU © 2024
 Print Date: 9/20/2024 8:35:43AM

PNPKI Digital Signature

Wet Signature of the Payroll Officer



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425.
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org