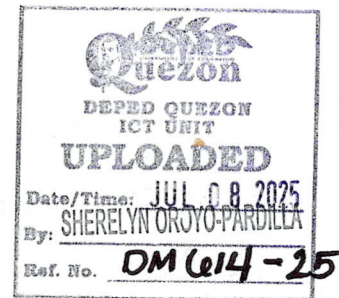




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



4 July 2025

DIVISION MEMORANDUM

DM No. 614, s. 2025

PROCESS ON THE RELEASE AND DISTRIBUTION OF MONTHLY PAYSLIP

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
OICS/TICS
All Others Concerned

1. The Schools Division Office of Quezon is committed to providing quality administrative services to all teaching and non-teaching personnel. In line with this, the release of payslips will be handled through the Administrative Officer II or other non-teaching personnel assigned in each district/school. This includes the payslip of teachers, school heads, and non-teaching personnel belonging to the following:
 - a. Elementary
 - b. Junior High School
 - c. Senior High School
 - d. Insular
2. **Effective with the release of the June 2025 payslips**, distribution will be handled directly by the **Personnel Section** through the assigned Administrative Officer II or designated non-teaching personnel.
 - a. Payslips will be released per district for elementary schools and per school for secondary (Junior High School).
 - b. For Senior High School and Insular payslips, the designated non-teaching personnel must provide the employee numbers of the employees whose payslips they intend to collect, as these payslips do not indicate specific school assignments.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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3. Please submit the required information through this **link:** <https://tinyurl.com/PayslipList>. The assigned Administrative Officer II or designated non-teaching personnel will be notified via e-mail once the payslips are ready for release. They must pick up the payslips **immediately** upon notification to ensure timely distribution. An **authorization letter** shall be required if an individual other than the assigned personnel will be picking up the payslips.
4. This new procedure ensures a more efficient and accessible payslip distribution system for all personnel, while minimizing the need to travel to the Division Office and improving the timeliness of payslip distribution.
5. In the processing of data and information, the Department of Education (DepEd) remains committed to upholding the free flow of information in accordance with the Freedom of Information Act (Executive Order No. 2, s. 2016), while also ensuring the confidentiality and privacy of all personal data as mandated by the Data Privacy Act of 2012 (Republic Act No. 10173).
6. Immediate and wide dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

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