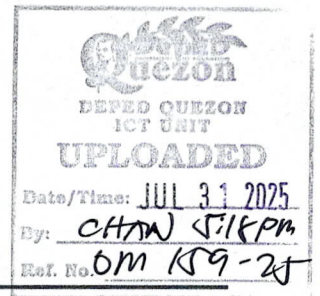




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



29 July 2025

**OFFICE MEMORANDUM**  
OM No. 159 s. 2025

**NOTICE OF MEETING FOR PAYROLL AND REMITTANCE PROCESSING**

**To:** Assistant Schools Division Superintendents  
Section/Unit Heads  
Payroll – In Charge and Remittance Handlers  
Finance Unit  
All Others Concerned

There will be a Meeting on **July 31, 2025 Thursday, 9:00 A.M.** at the ASDS Conference Room, DepEd Division of Quezon Brgy. Talipan Pagbilao, Quezon. This meeting will cover important updates and discussions regarding payroll operations and remittance procedures.

Topics of the meeting are as follows:

- A. Adjustment in Supplementary Payroll Processing
- B. Discussion of Processing Timelines and Cut-Off Schedules
- C. GSIS/PHILHEALTH and Pag Ibig Updates
- D. Open Forum for other payroll concerns

Attendance is a must. For strict compliance.

  
**ROMMEL A. BAUTISTA, CESO V**  
Schools Division Superintendent

Perjcr 07/29//2025  
DEPEDQUEZON-TM-SDS-04-010-005



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