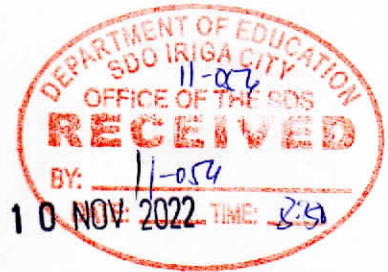




Republic of the Philippines
Department of Education
REGION V - BICOL



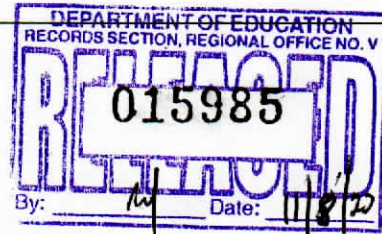
MEMORANDUM

TO : **DANILO E. DESPI**
Schools Division Superintendent
SDO – Iriga City

FROM : **GILBERT A. SADSAD**
Regional Director

SUBJECT : Downloading of Automatic Payroll Deduction System (APDS) to Select Implementing Units and Fiscal Autonomous Schools

DATE : November 3, 2022



This refers to the continued program of this Office to ensure that all Implementing Units (IUs) and Fiscal Autonomous Schools (FAS) within the region are utilizing the Automatic Payroll Deduction System (APDS).

On this note, a team from this Office's Payroll Services will conduct the aforesaid training on **December 1, 2022** to the following IUS and FAS:

FISCAL AUTONOMOUS SCHOOLS	ADDRESS
San Antonio National High School	San Antonio, Iriga City
Perpetual Help National High School	Perpetual Help, Iriga City
Sagrada National High School	Sagrada, Iriga City
Zeferino Arroyo High School	San Agustin, Iriga City
Rinconada National Technical Vocational School	Sto. Domingo, Iriga City

The following are expected to attend:

1. School Head
2. ERF Handler
3. AAO
4. Payroll In-charge (at least 2)

Please take note that proxies are not allowed.



Regional Center Site, Rawis, Legazpi City 4500

0917 178 1288
region5@deped.gov.ph

Participating Schools are required to bring the following equipment:

A. Computer (Desktop not laptop)

- Windows 7 Ultimate – Windows Edition
- Intel Core i5-4460 CPU @3.20GHz 3.20 GHz – Processor
- 4.00 GB (3.42 GB Usable – Installed Memory
- 32-bit Operating System – System Type (It is expected that the OS has been downgraded to 32-bit)
- UPS
- Extension Wire

B. Printer (if available already on or before the scheduled training)

Printer, Impact, Dot Matrix
24 pins, 36 columns

C. Document needed

Updated PSIPOP

Further, participating schools are required to bring all items enumerated from A to C.

During the conduct of the training, participants are no longer allowed to downgrade their respective PCs for it will consume much time. The team shall focus **only** on the training proper and installation of the system not on the calibrating or downgrading of the PCs.

As such, school ICTs are advised to ensure that the PCs to be used are compliant with the above specifications, otherwise, the team will not install the APDS.

On the part of the division, it is requested that the preparation and availability of the venue and other incidental requirements (i.e. projector, whiteboard, markers, etc.) for the participants and the trainers as well, be had.

Attendance to the aforesaid training is on Official Business.

For information.

AD/PSU/SJDVII

Para sa:

November 11, 2022

Naisang Kawaksing Tagapamanihalaang Pansangay
Punong Superbisor sa Edukasyon, Sangay ng Pamamahala at
Pagpapalakad ng Paaralan at Sangay sa Pagsaakatuparan ng Kurikulum
Mga Punongguro at Pinuno (Elementarya at Sekundarya)
Iba pang Kinauukulan

Para sa inyong impormasyon, patnubay at pagtalima.

DANILO E. DESPI

Tagapamanihalaang Pansangay ng mga Paaralan