



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

JUN 15 2026

No. 276, s. 2026

**TRAINING-WORKSHOP ON THE DOWNLOADING OF PAYROLL TO
FISCALLY AUTONOMOUS SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads- Fiscally Autonomous Secondary School
Finance Personnel- Implementing Units
SDO Personnel
All Others Concerned

1. The Department of Education- Schools Division of Bataan shall conduct a three-day training-workshop on **June 23-25, 2026**, at the Bulwagan ng mga Bayani at Banal, for administrative assistants, cashiers, accountants and school heads of Implementing Units (IU's) focused on the downloading of payroll processing at the school level in compliance with **DepEd Order No. 30, s. 2011**, entitled "*Implementation of School-Based Payroll Preparation*".
2. This activity aims to:
 - a. train and familiarize the participants on the use of the FoxPro Program in the preparation of monthly payrolls;
 - b. equip the participants with the knowledge and skills necessary in preparing the various documents required in payroll processing;
 - c. train participants on the generation and printing of various payroll outputs and reports such as payroll registers, payslips, remittances, and other related documents; and
 - d. improve transparency, accuracy, and accountability in salary administration.
3. Participants in this training are the identified RO Training Team and SDO Personnel, Accountant, ADAS, Cashier and School Heads of Fiscally Autonomous Secondary Schools.
4. Participants are required to bring their laptops and extension cords for the hands-on training.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

5. Registration fees and other training-related requirements are reflected in Annex A of this Memorandum. Payment shall be made at the **SDO Cashier Section** on or before **June 22, 2026**.
6. The registration fee and transportation expenses shall be charged against the School MOOE or other available local funds, subject to the usual accounting and auditing rules and regulations.
7. The Regional Office (RPSU) is strict on attendance. **No proxy** is allowed.
8. Enclosed are the list of participants, training matrix and Annex A, for reference.
9. This Memorandum also serves as Authority to Travel of all participants.
10. For information and guidance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT
CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
PAYROLL DONWLOADING

IMPLEMENTING UNITS

Ad6/Ad1/S1

JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

TRAINING MATRIX
SDO BATAAN TRAINING-WORKSHOP FOR THE DOWNLOADING OF PAYROLL
PROCESSING TO FISCALLY AUTONOMOUS SECONDARY SCHOOLS
June 23-25, 2026/ Bulwagan ng mga Bayani at Banal

Time Allotment	Session/Activity	Person In-Charge
Day 1 07:30 – 08:30	Registration of Participants	Training Team and Facilitators
08:30 – 08:45	Welcome Remarks Dr. Jerry Dimla Cruz Assistant Schools Division Superintendent	
08:45 – 09:00	Inspirational Message Dr. Carolina S. Violeta Schools Division Superintendent	
09:00 – 09:30	Session 1: Overview and Objectives of the Activity	Melito S. Manaloto, PhD Supervising Administrative Officer
09:30 – 10:30	Session 2: Discussion: Brief History on Downloading Activities in DepEd Region III	Melito S. Manaloto, PhD Supervising Administrative Officer
10:30 – 11:15	Session 3: Authorized Salary Deductions, APDS, Roles and Functions of Loan Verifiers, GSIS AAOs and Pag-IBIG Loan Endorsers	Mr. Alvin A. Lingad Administrative Officer V Cashier
11:15 - 12:00	Session 4: Payroll Section Requirements (Manpower, Equipment, Facilities, Supplies)	Mr. Alvin A. Lingad Administrative Officer V Cashier
12:00 - 01:00	Lunch Break	
01:00 – 01:45	Session 5: PSU Processes, Roles and Functions of the Data Controller, Computer Operator and Administrative Support	Ms. Shantelle S. Canlas, Mr. Matthew Ebreo and Ms. Joanna Marie T. Vital
01:45 - 02:30	Session 6: The FoxPro Payroll Program	Mr. Alvin A. Lingad
02:30 – 03:00	Session 7: Remittances, Accounting Entries and Related Reports	Mr. Alvin A. Lingad
03:00 – 03:30	Session 8: Process Flow on the Approval of Payroll Preparation, Readiness Checklist at the School Level	Dr. Melito S. Manaloto
03:30 – 04:30	Open Forum, Agreements and Ways Forward Installation of FoxPro Program on the Computers/Laptops	All Speakers and Facilitators
04:30 – 05:00	Closing Ceremony for Day 1	Training Team



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Day 2 and Day 3	Actual OJT of the FoxPro Payroll Program for IUs and School-Based Payroll Closing Ceremony for Day 3	Training Team
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Regional Training Team:

Lead: Alvin A. Lingad
Data Controller: Shantelle S. Canlas
Trainers: Joanna Marie T. Vital
Marlyn D. Aduana
Rachell G. Clemente
Matthew Loie R. Ebreo

Bataan Team:

Finance: Rhodora C. Ganzon
Accounting: Myra V. Dilig
Data Controller: Jobelle S. Antonio
Trainers: Jumel V. Caraig
Celia B. Quiroz
Admin Support: Abraham S. Tria
Melessa Rose E. Forbes

Project Management Team:

SDO Bataan: Pilar C. Ignacio
RPSU Head: Melito S. Manaloto
Lead Trainor: Alvin A. Lingad
Data Controller: Shantelle S. Canlas

**SDO BATAAN TRAINING-WORKSHOP FOR THE DOWNLOADING OF PAYROLL PROCESSING TO FISCALLY AUTONOMOUS
SECONDARY SCHOOLS**

June 23-25, 2026/Bulwagan ng mga Bayani at Banal

No.	IMPLEMENTING UNITS		Trainer In-Charge
1	502	EC BERNABE NHS	Joanna Marie T. Vital
2	503	BALSİK NHS	
3	506	B CAMACHO NHS	
4	507	JOSE C PAYUMO JR. MHS	Marlyn D. Aduana
5	508	HERMOSA NHS	
6	510	LIMAY NHS	
7	511	LUAKAN NHS	Rachell G. Clemente
8	512	MARIVELES NHS (CAB)	
9	513	MARIVELES NHS (POB)	
10	514	MORONG NHS	Matthew R. Ebreo
11	515	ORANI NHS	
12	516	PABLO ROMAN NHS	
13	517	PAGALANGGANG NHS	Jumel V. Caraig
14	518	SAMAL NHS	
15	522	ORION NHS	
16	509	LAMAO NHS	Celia B. Quiroz
17	526	MAGSAYSAY NHS	
18	547	BATAAN SCHOOL FOR THE ARTS	
19		BATAAN SCHOOL OF FISHERIES	



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

LIST OF PARTICIPANTS
SDO BATAAN TRAINING-WORKSHOP FOR THE DOWNLOADING OF PAYROLL
PROCESSING TO FISCALLY AUTONOMOUS SECONDARY SCHOOLS
June 23-25, 2026/ Bulwagan ng mga Bayani at Banal

SDO PERSONNEL		
	NAME	POSITION
1	CAROLINA S. VIOLETA, EdD, CESO V	SDS
2	JERRY DIMLA CRUZ, DEM, CESO VI	ASDS
3	MYRA V. DILIG	ACCOUNTANT III
4	RHODORA C. GANZON	AO V- FINANCE
5	PILAR C. IGNACIO	AO V- ADMIN
6	JOBELLE S. ANTONIO	AO II
7	JUMEL V. CARAIG	ADAS III
8	CELIA B. QUIROZ	ADAS III
9	ABRAHAM S. TRIA	ADAS III
10	MELESSA ROSE E. FORBES	ADA IV

RPSU TRAINING TEAM		
	NAME	POSITION
11	MELITO S. MANALOTO	SAO
12	ALVIN A. LINGAD	AO V
13	SHANTELE S. CANLAS	AO II
14	JOANNA MARIE T. VIDAL	RPSU
15	MARLYN D. ADUANA	RPSU
16	RACHELL G. CLEMENTE	RPSU
17	MATTHEW LOIE R. EBREO	RPSU

SECONDARY SCHOOLS (IU's) PARTICIPANTS			
	NAME	POSITION	SCHOOL NAME
18	CESAR L. VALENZUELA	SP IV	BATAAN SCHOOL OF FISHERIES
19	ROSARIO B. DE LEON	ACCOUNTANT I	BATAAN SCHOOL OF FISHERIES
20	MELODY B. MARQUEZ	AO I- CASHIER	BATAAN SCHOOL OF FISHERIES



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SECONDARY SCHOOLS (IU's) PARTICIPANTS			
	NAME	POSITION	SCHOOL NAME
21	ELIZABETH S. MERCADO	ADAS II	BATAAN SCHOOL OF FISHERIES
22	DAVE D. BASTO	SP II	E.C. BERNABE NHS
23	GEMMA M. SAGUN	ADAS III	E.C. BERNABE NHS
24	NHORLEEN G. DIMARUCOT	ADAS II	E.C. BERNABE NHS
25	ANGEL R. CAÑETE	ADAS II	E.C. BERNABE NHS
26	ARLENE M. MATILDE	SP II	BALSIK NHS
27	ANGELINA H. AMISTOSO	ADAS III	BALSIK NHS
28	EDWIN B. MANALAD	ADAS II	BALSIK NHS
29	JUDY B. ACUÑA	ADAS II	BALSIK NHS
30	ANGELO R. BASILIO	SP IV	B. CAMACHO NHS
31	ROSALIE T. TOLEDO	ADAS III	B. CAMACHO NHS
32	JONNALYN V. ORTEGA	ADAS II	B. CAMACHO NHS
33	MC KEVIN N. VALENCIA	ADAS II	B. CAMACHO NHS
34	OMAR M. MAGCALAS	SP IV	J.C. PAYUMO NHS
35	MARIA MIMOSA R. MESINA	CASHIER I	J.C. PAYUMO NHS
36	JULIUS ERVIN M. JARABA	ADAS II	J.C. PAYUMO NHS
37	ARCELE F. SERVERA	SP II	HERMOSA NHS
38	CELINA M. PEÑA	AO II	HERMOSA NHS
39	REGINA ALEISSANDRA R. BUSTILLOS	ADAS III	HERMOSA NHS
40	MARIA TERESA E. SALALILA	ADAS II	HERMOSA NHS
41	JOHN R. QUIROZ	SP II	LAMAO NHS
42	ANNABEL A. GALICIA	ADAS III	LAMAO NHS
43	SHIRLEY A. BUMAGAT	ADAS II	LAMAO NHS
44	DAISY S. GOMEZ	ADA VI	LAMAO NHS
45	JENNIFER S. DOMINGUEZ	SP III	LIMAY NHS
46	ANGIE ROSE B. CAYANAN	ADAS III	LIMAY NHS



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SECONDARY SCHOOLS (IU's) PARTICIPANTS			
	NAME	POSITION	SCHOOL NAME
47	JOHN REX B. DIZON	ADAS II	LIMAY NHS
48	ZYRIL JOYCE C. VILLANUEVA	ADAS II	LIMAY NHS
49	CLAUDETTE L. CABAL	AO IV	LIMAY NHS
50	ARA S. VELASCO	SP IV	LUAKAN NHS
51	ANJELLA B. ARCEO	ADAS III	LUAKAN NHS
52	LARCY L. BEDRUZ	ADAS II	LUAKAN NHS
53	JUNE C. SERVERA	SP I	MNHS-CABCABEN
54	MARIA FE M. RODRIGUEZ	ADAS III	MNHS-CABCABEN
55	JOSEPHINE P. SARMIENTO	AO II	MNHS-CABCABEN
56	JASTIN GIO A. FRANCISCO	ADAS II	MNHS-CABCABEN
57	MARIA CECILIA D. TIMPOG	ADAS II	MNHS-CABCABEN
58	MARIJOY B. MENDOZA	SP IV	MNHS-POBLACION
59	MYRNA B. TIHIM	ADAS III	MNHS-POBLACION
60	REYNALDO S. RUBIA	ADAS II	MNHS-POBLACION
61	MARIA FATIMA L. LEONOR	ADAS II	MNHS-POBLACION
62	GEMMA TERESA P. CABREROS	SP IV	MORONG NHS
63	SATHIA APRIL N. MILLARES	ADAS III	MORONG NHS
64	MARICEL A. ALOQUINA	ADAS II	MORONG NHS
65	GLECERIA C. MATEO	SP II	ORANI NHS
66	RHEA KATRINA D. PAULE	ADAS III	ORANI NHS
67	RONNIE D. DELA CRUZ	ADAS II	ORANI NHS
68	MARILOU C. TALASTAS	ADA III	ORANI NHS
69	REYNALDO B. VISDA	SP II	P. ROMAN NHS
70	LEO SANTOS MUÑOZ	ADAS III	P. ROMAN NHS
71	MIKE JUSTINE N. MANALAD	ADAS II	P. ROMAN NHS
72	EDGARDO JESUS S. BASA II	SP II	PAGALANGGANG NHS



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SECONDARY SCHOOLS (IU's) PARTICIPANTS			
	NAME	POSITION	SCHOOL NAME
73	GLAIZA J. DABU	ADAS III	PAGALANGGANG NHS
74	RUBY G. MAGCALAS	ADAS II	PAGALANGGANG NHS
75	RIO D. CALIMBAS	ADAS II	PAGALANGGANG NHS
76	FELISA C. BRAVO	SP IV	SAMAL NHS
77	MARY ROSE I. SALONGA	ADAS III	SAMAL NHS
78	BENILDA B. DE GUZMAN	ADAS II	SAMAL NHS
79	THERESA L. MANGLICMOT	ADAS II	SAMAL NHS
80	FREDERICK Y. SIMBOL	SP IV	JEAG MHS
81	ROBIN JAMES P. ATIENZA	ADAS III	JEAG MHS
82	MARIA LINDA L. BAYLOSIS	ADAS II	JEAG MHS
83	AIDA P. CAPILI	SP IV	MAGSAYSAY NHS
84	EDJEAN F. MADRIGAL	ADAS III	MAGSAYSAY NHS
85	MELANIE I. SIMSUANGCO	ADAS II	MAGSAYSAY NHS
86	HAROUN SETH M. KAWIT	PLO II	BHSA
87	ROMINA D. VELASCO	AO V	BHSA
88	JOMAR D. DELA CRUZ	AO IV	BHSA
89	MARISOL B. CUNANAN	CASHIER II	BHSA



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Annex A

REGISTRATION FEE	
SCHOOL NAME	AMOUNT
BATAAN SCHOOL OF FISHERIES	8,450.00
E.C. BERNABE NHS	8,450.00
BALSIK NHS	8,450.00
B. CAMACHO NHS	8,450.00
JOSE PAYUMO JR MHS	6,650.00
HERMOSA NHS	8,450.00
LAMAO NHS	8,450.00
LIMAY NHS	10,250.00
LUAKAN NHS	6,650.00
MARIVELES NHS (CABCABEN)	10,250.00
MARIVELES NHS (POBLACION)	8,450.00
MORONG NHS	6,650.00
ORANI NHS	8,450.00
PABLO ROMAN NHS	6,650.00
PAGALANGGANG NHS	8,450.00
SAMAL NHS	8,450.00
JEAG MHS	6,650.00
MAGSAYSAY NHS	6,650.00
BATAAN HIGH SCHOOL FOR THE ARTS	8,450.00