



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

SEP 15 2026

DIVISION MEMORANDUM
No. 448, s. 2026

**OFFICIAL DIVISION PAYROLL SERVICES UNIT (DPSU) EMAIL FOR
ALL PAYROLL-RELATED COMMUNICATIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Government and Private Lending Institutions
All Others Concerned

1. To ensure proper documentation, monitoring, and timely action on payroll concerns, the field is directed to course all payroll-related communications, submissions, inquiries, and requests through the official email address of the **Division Payroll Services Unit (DPSU):**

payroll.bataan@deped.gov.ph

2. It is emphasized that only the abovementioned e-mail address shall be utilized for official payroll transactions and communications, personal or unofficial email accounts shall not be used by SDO Bataan personnel for such purposes.
3. Immediate dissemination and strict compliance with this Memorandum are directed.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
PAYROLL OFFICIAL EMAIL ADDRESS

Ad6/Ad1/S1