



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



May 30, 2025

DIVISION MEMORANDUM

No. 297, s.2025

**ONLINE REORIENTATION ON THE GUIDELINES AND UPDATES IN
PREPARATION FOR THE DECENTRALIZATION OF PAYROLL
PROCESSING**

To: School Heads
Administrative Officers II
All Concerned Personnel

1. In line with upcoming decentralization of payroll processing and the anticipated transition of the payroll system to this division, all concerned personnel are required to attend an Online Reorientation on the Guidelines and System Updates scheduled on:

Date: *June 3, 2025 (Tuesday)*

Time: 9:00 AM – 12:00 NN

Platform: *MS Teams*

Meeting Link: https://bit.ly/Reorientation_on_GuidelinesandUpdates

2. Attendance is compulsory, and all participants are advised to log in at least 10 minutes before the scheduled time. Kindly ensure a stable internet connection and prepare your respective queries in advance.

3. For questions and assistance, you may contact the Personnel Section at 09550315153.

4. Let us work together to ensure a smooth and successful transition.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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