



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

April 4, 2024

REGIONAL MEMORANDUM

No. 359, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**REITERATION ON THE IMPLEMENTATION OF OUF-OUA-2024-001
 (Prioritization of Deductions on a First-In-First-Served Basis per FY 2024 GAA)**

1. Enclosed is a copy of the ADVISORY on the above-mentioned policy on the Prioritization of Automatic Payroll Deduction System of financial obligations of concerned employees, which is self-explanatory.
2. For dissemination and guidance.

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

March 19, 2024

ADVISORY

- **All Concerned DepEd Personnel**
- **Private Entities Accredited under DepEd's Automatic Payroll Deduction System Program**
- **Government Agencies with DepEd Payroll Deductions**

1. This pertains to the implementation of Memorandum OUF-OUA-2024-001 entitled "Prioritization of Deductions on a First-In-First-Served Basis per FY 2024 General Appropriations Act".
2. Please be reminded that the implementation of Memorandum OUF-OUA-2024-001 shall be applied prospectively from the month of February 2024. All deductions already incorporated in the payroll prior to the issuance of the said memorandum shall be continued accordingly.
3. All payroll processors are strictly reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel and underwent the proper verification process. Verification and assessment to be made by the Agency Authorized Officers (AAOs), verifiers, and loan endorsers are reminded that verification and assessment to be made shall be non-discretionary.
4. Government agencies and private entities are advised not to grant loans to DepEd personnel without proper verification that deductions for such obligations can be accommodated in the payroll. Moreover, the amount of monthly deductions to be included in the billing statements/notice to deduct to be submitted to DepEd must be the same as those approved by the DepEd verifier.
5. Everyone is encouraged to report issues and concerns on the implementation of the said policy through this link: <https://bit.ly/APDSPoliciesFeedback>.
6. For dissemination and proper guidance.




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