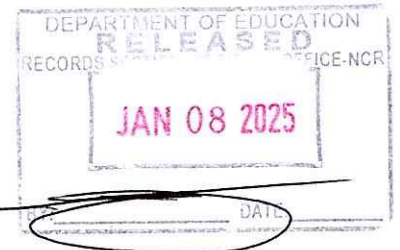





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 022 s. 2025

TO : Schools Division Superintendents
of Makati City and Taguig City and Pateros

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **TRANSFER OF PROCESSING OF PAYROLL
OF EMBO SCHOOLS FROM SDO MAKATI CITY
TO SDO TAGUIG CITY AND PATEROS**

DATE : January 6, 2025

1. In view of the official transfer of Personnel Services (PS) Funds of EMBO Schools from the Division of Makati City to the Division of Taguig City and Pateros, effective January 2025, it is requested that both SDOs should have proper coordination and turn-over of the teaching and non-teaching personnel included in the said transfer of payroll payment and processing.
2. In this connection, since the preparation of payroll of SDO TAPAT is under the Regional Payroll Services Unit (RPSU) of this Office, you are also directed to coordinate with the said Office, as soon as possible.
3. For immediate dissemination and strict compliance.



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