



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 497 s. 2026

**UPDATES ON THE SUBMISSION OF PAYROLL REPORTS  
 AND RELEASE OF SALARY**

**TO:** ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL SDO PAYROLL OFFICERS  
 ALL OTHERS CONCERNED

1. In line with the timely processing of salaries and related benefits, all offices are hereby directed at submitting their payroll reports **earlier than the usual schedule from 7<sup>th</sup> day of the current month to last working day of the prior month**. This adjustment is necessary to ensure accurate validation, smooth processing of account corrections, and prompt release of payroll.
2. To facilitate this, kindly observe the following:
  - Submit payroll reports to the Regional Payroll Services Unit/ |Records Section **on or before the last working day of the month prior to payroll period**.
  - Ensure that all entries are complete, verified, and duly signed by the authorized personnel.
  - Reports with discrepancies or incomplete attachments will be returned for correction and must be acted upon immediately; otherwise, they will be incorporated into the payroll for the next period.
3. For the release of salaries, while the office maintain the one-time preparation of payroll, it is necessary to ensure that timely release of salary is observed based on the following standard schedule:
  - The **15<sup>th</sup> salary** shall be released on or before the 15<sup>th</sup> day of the month, but not earlier than the 13<sup>th</sup>.
  - The **30<sup>th</sup> salary** shall be released on or before the last day of the month, but not earlier than the 27<sup>th</sup>. This schedule may be subject to existing policies of SDO depository banks (e.g., LBP's last day of acceptance of bank transactions).



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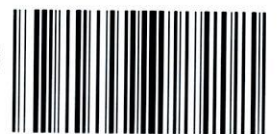
4. Your cooperation in adhering to this directive is highly appreciated. Early compliance will help this office to maintain efficiency and avoid unnecessary delays in salary disbursement.
  
5. For strict compliance

*ELP*  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director *8*

Admin-RPSU/PayrollReport/BHA  
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