



Republic of the Philippines
Department of Education

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 21, 2025

DIVISION MEMORANDUM

No. 0020, s. 2025

**POSTPONEMENT OF THE IMPLEMENTATION OF REVISED DIVISION
PAYROLL SERVICES UNIT FORMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operation Division
All Public Schools District Supervisors
School Heads of Elementary, Secondary, and Integrated Schools
Administrative Officers II, Administrative Assistants II and III
All Other Concerned

1. In reference to Division Memorandum OSDS-2025-0018 dated January 20, 2025, regarding the implementation of the Revised Division Payroll Services Unit (PSU) forms, this is to inform all concerned that the said implementation is hereby **postponed** until further notice.
2. The postponement is necessary to allow adequate time for additional consultations, orientation sessions, and the resolution of concerns raised regarding the transition to the new forms.
3. A new schedule for the implementation of the revised forms will be announced through a subsequent memorandum. In the meantime, the current PSU forms and procedures shall remain in effect.
4. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosure: As Stated
Personnel – PSU/ec1

