



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

23-10234

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2023-0056

TO: Administrative Officer V (Administrative Unit)  
Administrative Officer V (Budget Unit)  
Administrative Officer IV (Cash Unit)  
All Personnel of Division PSU  
Administrative Officer IV (HR Unit)  
Accountant III  
Eldito Loquino

SUBJECT: **Conference on Division PSU Matters**

DATE: February 24, 2023

1. There will be a conference on Friday, March 3, 2023 at 1:00 pm in the Division Conference Hall to discuss the following issues pertaining to PSU matters to wit:
  - a) Presentation by Mr. Loquiño on the processes being observed in the payroll preparation and the assigned personnel to do the task
  - b) Late form 7 preparation for non PSU paid teachers/non teaching personnel
  - c) Issue on unpaid PSU personnel due to **1) wrong employee number, 2) unchecked form 7 and were not unisonly paid.**
  - d) Has the issue on the double deduction in January 2023 been resolved?
  - e) Presentation of MOV's on issues raised during a previous meeting
  - f) Is there a need to designate a DPSU head who will oversee all processes by the payroll unit?
2. All concerned attendees are expected to be present and to come on time.
3. For strict compliance.



For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Acctng/mlmq

