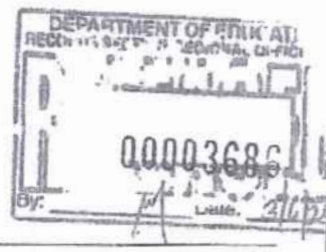




Republic of the Philippines
Department of Education
 REGION V - BICOL



05 March 2024

REGIONAL MEMORANDUM

No. 000256, s. 2024

**CONVERSION OF BILLING FILE FOR PROVIDENT ACCOUNTS
 UTILIZING TEXT FILE FORMAT**

To : Schools Division Superintendents
 All Other Concerned

1. This Office had noticed that Provident Billings are still accomplished using Excel Format. Such a format if used during the salary preparation would require much time from the payroll processor and eventually would lead to non-inclusion, and invalid input among others.
2. To address such a situation, all Provident Billers of your respective SDOs are expected to convert the billings using text file format effective **April, 2024** salary.
3. This Office shall be providing you with the format on how to prepare the text file format.
4. Should your SDO Billers have queries and concerns, kindly refer the same to this Office Payroll Services through their email address nsu@doedepd.gov.ph.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
 Regional Director



Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

March 20, 2024

UNNUMBERED MEMORANDUM

OSDS-PER-UM-03-20-24/mbi

TO: Public Schools District Supervisors
 Secondary School Head-IUS/FAS
 All Others Concerned

For information, guidance and compliance.

By authority of the Schools Division Superintendent

CECILE C. FERRO CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge

