

Training of Trainors for the Implementation of a School-Based Payroll System

The DepEd Region VII hosted a national seminar/workshop on Training of Trainors for the Implementation of a School-Based Payroll System which was facilitated by the Systems Division of the DepEd Central Office on August 24-25, 2011 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City. It was participated in by the Regional Payroll Services Unit (RPSU) staff, Regional Accountant, Regional Administrative Officer (Personnel Division), and selected Finance staff from the Central Office.

This is in compliance with the Direct Fund Release System as stipulated in Republic Act 9155 (Governance of the Basic Education Act of 2001), which provides that the appropriations intended for the regional and field offices (elementary/secondary schools and schools division offices) are to be allocated and released immediately by the Department of Budget and Management to the said offices/units. This in effect empowers the School Heads to manage their own funds and prepare their own payroll, as well.

The transfer of the payroll preparation and processing from the Regional Payroll Servicing Unit (RPSU) to concerned secondary schools depends on the latter's readiness to assume this responsibility. This will be determined by the Regional Office based on the school's manpower, equipment and supplies. It is also very important that the school is ATM-ready, that is, all the personnel covered in its payroll must have an ATM account with the servicing bank.

Prior to the transfer from the RPSU to the school, the School Principal should write a request before the Regional Office can evaluate the capacity of the school to prepare and process its payroll. Once it is approved, the RPSU installs the payroll system, conducts training, and do the parallel run. It should be noted that the School Bookkeeper is specifically given the task to prepare the payroll.

After the payroll system installation, the RPSU will inform the Government Financial Institutions (GFIs) and the Private Lending Institutions (PLIs) on the roll-out schedule. Afterwards, a periodic review will be conducted by the Regional Office to monitor its implementation.(MBC)