



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 13, 2025

DIVISION MEMORANDUM
No. **618**, s. 2025

UNCLAIMED PAYSLIPS IN THE REGIONAL PAYROLL SERVICES UNIT

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a copy of Regional Memorandum No. 1103 s. 2025, titled **“UNCLAIMED PAYSLIPS IN THE REGIONAL PAYROLL SERVICES UNIT”**, the content of which is self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-Charge of the Division

tp

Reference: As stated

Encl.: as stated

*To be indicated in the Perpetual Index
under the following subjects:*

PAYSLIP

PAYROLL

REMITTANCES

RFD/mtb



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.online>

Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS

NOV 06 2025

REGIONAL MEMORANDUM

No. 1103 s. 2025

UNCLAIMED PAYSLIPS IN THE REGIONAL PAYROLL SERVICES UNIT

To: Schools Division Superintendents
 All Others Concerned

1. This Office reiterates the **mandatory monthly claiming of official payslips** for all personnel paid through the Regional Payroll Services Unit (RPSU). The timely collection and distribution of these official documents are crucial for transparency, financial accuracy, and personnel record-keeping.
2. We note with concern the accumulation of unclaimed payslips. Attached for your immediate action is **Annex A** which contains the list of the Divisions and individual schools that have failed to claim their payslips on schedule. **Division Offices must coordinate with the RPSU immediately to retrieve all outstanding documents.**
3. Furthermore, this memo serves as a **final and urgent reminder** to comply with **Regional Memorandum No. 1178, s. 2024**, regarding the **submission of hard copies of prior years' Proof of Deposit for payroll remittances**. This crucial documentation is essential for completing audit requirements and reconciling long-standing financial records. **Non-compliance may result in administrative complications for the schools and personnel and concerned.**
4. For direct communication, the **Regional Payroll Services Unit (RPSU)** may be reached at **(033) 337-0149 local 1026**.
5. Immediate dissemination of and compliance with Memorandum are desired.

CRISTITO A. ECO, CESO III
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

Encl.: As Stated
 Reference: As Stated
 To be indicated in the Perpetual Index
 under the following subjects:

PAYSLIP, PAYROLL, REMITTANCES,

JOB/ARD-RPSU/RM/Unclaimed Payslips
 013/October 21, 2025



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph



Certificate No. PHP QMS
 24 03 0104



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

ANNEX A

LIST OF UNCLAIMED PAYSLIPS		
DIVISION	NAME OF SCHOOL	MONTH/YEAR
ANTIQUE	DIVISION OF ANTIQUE ELEM AND SHS	AUGUST 2025
	TINOBOC NHS	MAY - SEPTEMBER 2025
	STA.ANA NHS	JUNE - SEPTEMBER 2025
	UNION NHS	DECEMBER 2024 AND SEPTEMBER 2025
BACOLOD	BATA NHS	SEPTEMBER 2025
AKLAN	GAUDENCIO NHS	MARCH 2025
	UNIDOS NHS	AUGUST 2025
	TORRALBA	SEPTEMBER 2025
	DAJA SUR NHS	SEPTEMBER 2025
	CAMALIGAN NHS	SEPTEMBER 2025
ILOILO	CAMIROS NHS	MARCH 2025
	SAN FERNADO NHS	NOVEMBER 2024 - CURRENT MONTH
NEGROS	PAYAO NHS	APRIL - SEPTEMBER 2025
	BULATA NHS	AUGUST - SEPTEMBER 2025
	S. CARMONA NHS (BENIDICTO NHS)	SEPTEMBER 2025
	GUILJUNGAN NHS	AUGUST - SEPTEMBER 2025
KABANKALAN	FLORENTINO GALANG NHS	AUGUST - SEPTEMBER 2025
	LOCOTAN NHS	SEPTEMBER 2025
ROXAS	BAGO NHS	SEPTEMBER 2025
SAGAY	SERAFIN AGUILAR NHS	SEPTEMBER 2025
CADIZ	SPED NHS	SEPTEMBER 2025
SILAY	BRGY. GUIMBALAON NHS	SEPTEMBER 2025
SIPALAY	NABULAO NHS	SEPTEMBER 2025
	GIL MONTILLA NHS	SEPTEMBER 2025

LIST/ARRO-0590/0001/Unclaimed Payslips



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 03 0164