



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morallo Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

*Tanggapan ng Kalihim
Office of the Secretary*

January 12, 2000

DECS MEMORANDUM
No. 13, s. 2000

ESTABLISHMENT OF THE DECS PAYROLL PROCESSING TASK FORCE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Directors of Services/Centers and Heads of Units
Others Concerned

1. To develop a plan to improve the delivery of payroll services to DECS teaching and non-teaching personnel around the country, the DECS Payroll Processing Task Force (PP/TF) is hereby created to take effect from January 2000 up to the end of March 2000. The Task Force shall perform the following:

- a. identify the problems presently being experienced with the existing Payroll system, develop alternative solutions to the problems;
- b. identify issues on the proper Payroll processing environment, develop possible resolutions to these issues;
- c. select and recommend to the Secretary of DECS, the proper Payroll processing environment, whether in a centralized or decentralized environment, or a combination of both; and
- d. develop a plan for the speedy implementation of an improved Payroll system, which shall be completed with a nationwide implementation, by end of June 2001, at the latest.

2. The implementation of an efficient Payroll System that provides timely and accurate payroll services to DECS personnel is of utmost importance. Being able to pay our personnel their correct wages on time and with minimum of errors, will help ensure that they perform their tasks efficiently, especially the teachers, in preparing our youth for the challenges of the next millennium, thereby contribute to the prosperity of the Philippines.

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3 In order to effectively and smoothly undertake the study, the following personnel are hereby assigned to the PP/TF, effective immediately, and shall remain as part of the task force until further notice.

Usec Antonio Valdes - Chairman

Asec Mario Bravo - Vice-Chairman

Regional Directors:

NCR, Regions I, III, IV, VIII, X and XII - Member

Mr. Rolando Checa, PSD - Member

Mr. Carlos Querubin, Systems Division, (or Ms. Ding Alajero, as Mr. Querubin's official and authorized representative) - Member

Dr. Blanquita Bautista, Accounting Division (or Mrs. Concepcion Delgado, as Dr. Bautista's official and authorized representative) - Member

Mrs. Rosita Santiago, Personnel Division - Member

Mrs. Cleofe Ocampo, DECS MIS Task Force - Member

Mr. Benjamin Santillan, DECS I.T., shall join the team only in an advisory capacity, for technical matters

4. For the smooth conduct of the work of the PP/TF, all concerned DECS officials, including the field offices, are enjoined to extend their full support to the project.

5. Immediate dissemination of this Memorandum for the information of all concerned is desired.

Andrew B. Gonzalez
ANDREW B. GONZALEZ, FSC
Secretary

Reference:

None

Allotment: 1--(D.O. 50-97)

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

COMMITTEES

OFFICIALS