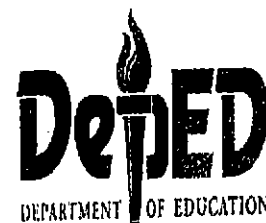




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



DepED MEMORANDUM
No. 295, s. 2004

JUL 09 2004

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THE CHECKLESS PAYROLL SYSTEM ROLL-OUT GUIDELINES
FOR QUALIFIED SCHOOLS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. In compliance with DepEd Memorandum No. 27, s. 2002 (Guidelines for the Application of Checkless Payroll System) and DepEd Memorandum No. 108, s. 2002 (Strict Compliance to Guidelines for the Application of the Checkless Payroll System and Amendments), salaries of all qualified public elementary and secondary school teachers and employees are required to be converted to ATM Payroll System. See Enclosure No. 1 for the list of qualified offices on the ATM Payroll System. These schools/offices were selected based on these two (2) criteria: a) accessibility to ATM units; and b) ratio of one (1) ATM unit: seventy (70) teachers/employees.

2. The existing guidelines under the abovementioned Memoranda shall be enforced. The following general guidelines are hereby reiterated:

- a. The principals shall supervise the selection of servicing banks for their respective schools. A certified letter indicating the chosen bank shall be submitted to the Division Office;
- b. The Division Superintendents shall submit a consolidated report of chosen banks within their respective divisions to the Regional Office; and
- c. The Regional Director shall submit a certified report of the chosen banks of the region to the Office of the Undersecretary for Administration and Finance.

3. For the information and guidance of all concerned, representatives from the DepED ATM-Checkless Payroll Task Force will conduct a series of orientation-seminars on the roll-out guidelines and selection process of servicing banks. See Enclosure No. 2 for the standard program and bank selection guidelines.

4. The Regional Directors and Schools Division Superintendents are requested to assist and support the implementation of this program.

5. Immediate dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Reformatted by: Sheila, MPPD, DM ATM, July 5, 2004

Encls.: As stated

References: DepEd Memoranda: (Nos. 27 and 108, s. 2002)

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

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

EMPLOYEES
OFFICIALS
POLICY

SALARY
TEACHERS

"Educating for a Strong Republic"

ORIENTATION-SEMINAR ON ATM IMPLEMENTATION

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION
I				
Ilocos Norte				
Batac I	108	3	Dist. Office/DO Conf. Hall/ any big ES or HS	July 29-August 4 (TEAM 1)
Batac II	94			
<i>High School</i>				
Crispina Marcos Valdez HS	9	5	DO Conf. Hall/ Batac NHS	
Batac Nhs & BAAY Bungon NHS	46			
Sub-total	257			
Laoag City				
I	152	3	Dist. Office/DO Conf. Hall/ any big ES or HS	
II	128	2		
III	113	3		
<i>High School</i>				
Gabuan NHS	2	5	Ilocos Norte NHS/ Ilocos Norte RSOF	
Ilocos Norte NHS	105			
Ilocos Norte RSOF	144			
Ilocos Norte CAT	16			
Sub-total	660			13
Ilocos Sur				
Vigan	230	3	Dist. Office/DO Conf. Hall/ any big ES or HS	
<i>High School</i>				
1st Cong. District		4	Ilocos Sur NHS/ Quirino Stadium	
Vigan East NHS	5			
Vigan West NHS	11			
Ilocos Sur NHS	178			
Sub-total	424	7		
Urdaneta				
I	261	12	Dist. Office/DO Conf. Hall/ any big ES or HS	
II	241			
<i>High School</i>				
Urdaneta NHS	165	12	Urdaneta NHS/ Urdaneta City Sports Complex/ any big HS	
Anonas NHS	10			
Badipa NHS	13			
Cabaruan NHS	21			
Cabuloan NHS	11			
Camabu NHS	11			
Camantiles NHS	12			
Casabulan NHS	10			
Catablan NHS	9			
Catambanan NHS	10			
Don Antonio Bongolan	15			
Labit NHS	11			
Lananpin NHS	12			
M.Q. Umipig NHS	13			
Nancalobasaan NHS	10			
Palina East NHS	22			
Palina West NHS	7			
P.T. Oreta NHS	16			
Bactad East NHS	9			
Sub-total	889	12		
				July 26-30 (TEAM 2)

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION
II				
Tuguegarao City				
North	188	}	} Dist. Office/DO Conf. Hall/ any big ES or HS	} July 26-30 (TEAM 3)
West	183			
<i>High School</i>				
Gosi HS	20	}	} Cagayan NHS Conference Hall	
Cagayan NHS	248			
Sub-total	639	8		
Isabela				
Santiago North	147	}	} Dist. Office/ new DepED DO	} August 16-20 (TEAM 4)
Santiago South	102			
<i>High School</i>		}	} Isabela NHS	
Isabela NHS	186			
Sub-total	435	5		
Nueva Viscaya				
Solano I	120		} Dist. Office/DO Conf. Hall	
III				
Olongapo				
I	188	}	} Dist. Office/DO Conf. Hall/ any big ES or HS/ Olongapo City NHS	} July 26-31 (TEAM 5)
II	233			
III	170			
IV	136			
Sub-total	727	25		
Bataan				
Balanga	254	}	} Dist. Office/DO Conf. Hall/ any big ES or HS/ Bataan NHS	
<i>High School</i>				
Bataan NHS	140			
Sub-total	394	5		
Bulacan				
Malolos North	163	}	} Dist. Office/DO Conf. Hall/ any big ES or HS/ Balagtas ES	} July 26-30 (TEAM 4)
Malolos South	246			
Meycauyan East	248			
Meycauyan West	159			
Balagtas	169			
<i>High School</i>		}	} Marcelo H. del Pliar HS	
Marcelo H. del Pliar HS	266			
Sub-total	1251	18		
Cabanatuan City				
East	245	}	} Dist. Office/DO Conf. Hall/ any big ES or HS/	} Aug.9-14 (TEAM 5)
West	205			
<i>High School</i>		}	} DO Teachers' Hall Cabanatuan East Gym	
H.C. Perez Sr. Mem.	26			
San Jose HS	30			
Mayapyap NHS	35			
Marciano Del Rosario NHS	29			
Camp Tinio NHS	27			
Sub-total	597	15		

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION			
Gapan							
<i>High School</i>							
Juan R. Liwag MHS	127	} 3	Juan R. Liwag MHS	} Aug.9-14 (TEAM 5)			
San Nicolas NHS	23						
San Roque NHS	28						
Sub-total	178	3					
Tarlac							
Central							
184	184	} 10	} Dist. Office/DO Conf. Hall	} Aug. 9-18 (TEAM 3)			
<i>High School</i>							
Maliwalo NHS	77						
Tarlac NHS	228						
Tarlac NHS-Annex	51	10	Tarlac NHS				
Sub-total	540	10					
Angeles City							
Angeles City HS	101	} 2	Angeles City HS				
Sapangbato HS	20						
Sub-total	121	2					
San Fernando							
East	221	} 10	} Dist. Office/DO Conf. Hall/ any big ES or HS/				
West	299						
Sub-total	520	10					
IV-A							
Laguna							
Cabuyao	320	} 32	} Dist. Office/ any big ES or HS/ Bigaa NHS/ Cabuyao NHS	} August 2-7 (TEAM 2)			
Los Baños	372						
<i>High School</i>							
Cabuyao NHS	71						
Bigaa NHS	21						
Los Baños NHS	} 147						
Los Baños Com. HS		147					
Sub-total	931	32					
San Pedro	475	} 32	} Dist. Office/ any big ES or HS/ San Pedro NHS				
Sta. Rosa	427						
Bifan	272						
<i>High School</i>							
Bifan NHS	89	} 32	} Dist. Office/ Bifan NHS	} August 9-18 (TEAM 1)			
Jacobo NHS	26						
Nereo Joaquin NHS	7						
Sch. For Sec. App. Acad.	17						
Balibago NHS	60						
Sub-total	1373	32					
Cavite							
Bacoor I	211	} 9	} Dist. Office/ Bacoor ES	} August 9-20 (TEAM 2)			
Bacoor II	468						
Imus I	258	} 7	} Dist. Office/Imus Pilot Central School				
Imus II	195						
Kawit	154	} 3	} Aginaldo ES				
Rosario	214						
Gen. Trias I	135	} 2	} Gen. Trias MS	} August 23-31 (TEAM 3)			
Dasmarinas I	352						
Dasmarinas II	725	5	Barsaga ES				
Sub-total	2712	30	Dist. Office/DBB-C				

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION	
Rizal					
Cainta	456	} 16	Cainta ES/ R. Ocampo ES any big ES or HS	} September 20-24 (TEAM 4)	
Taytay I and II	462				
<i>High School</i>					
Gov. I. Rodriguez Sr. MNHS	204				
F.P. Felix MNHS	27				
F.P. Felix MNHS	11				
Sub-total	1160	16			
Antipolo					
I and II	1098	} 14	} Juan Sumulong ES Gym	} Sept. 27-30 (TEAM 5)	
<i>High School</i>					
San Jose NHS	34				
M. Gatlabayan NHS	31				
Mambugan NHS	18				
Mayamot NHS	27				
Calawis NHS	5				
San Juan	5				
Sub-total	1218	14			
VI					
Iloilo City					
Arevalo	120	} 50	} Dist. Office/DO Social Hall/ any big ES	} Aug. 22-28 (TEAM 5)	
City Proper	239				
Jaro	261				
Lapaz	187				
Mandurriao	167				
Molo	211				
Montes-Lapuz	190				
<i>High School</i>					
Iloilo City NHS	183				
Jaro NHS	113				
La Paz NHS	71	} 50	} Iloilo City NHS Jaro NHS Fort San Pedro NHS/ La Paz Gym/ Do Social Hall	} September 6-10 (TEAM 4)	
Mandurriao NHS	59				
Ramon Avanceña NHS	12				
Sub-total	1813				
VII					
Cebu City					
Basak	297	} 100	} Dist. Office/ DO Conf. Hall/ Basak ES Gym/ Mabolo ES Gym/ any big ES	} September 6-16 (TEAM 3)	
Central I	200				
Guadalupe	305				
Labangon	215				
Lahug	209				
Mabolo	306				
Pardo	249			} 100	} Aug. 23-30 (TEAM 2)
San Nicolas	235				
Tejero	188				
Zapatera	250				
<i>High School</i>					
1st Cong. District	441				
2nd Cong. District	456	} 100	} Florencia Orot MHS/ Science HS	} Aug. 23-30 (TEAM 1)	
Sub-total	3351				

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION
Lapu-Lapu City				
North	267	18	Dist. Office/DO Conf. Hall/ any big ES or HS	Aug. 31-Sept 3 (TEAM 2)
South	229			
West	182			
<i>High School</i>				
Lo-oc NHS	21	27	Dist. Office/DO Conf. Hall/ any big ES or HS/ Marigondon NHS	Aug. 31-Sept. 3 (TEAM 1)
Sta. Rosa NHS	43			
Pusok NHS	46			
Pajo NHS	45			
Babag NHS	57			
Mactan NHS	42			
Bankal NHS	37			
Marigondon NHS	67			
Tingo NHS				
Sub-total	1036			
Mandaue City				
Central I	167	11	Dist. Office/DO Conf. Hall/ any big ES or HS/	Sept. 6-9 (TEAM 1)
North	203			
South	131			
<i>High School</i>				
Tipolo NHS	16	11	Dist. Office/DO Conf. Hall/ any big ES or HS/ Mandaue City NHS	Sept. 6-9 (TEAM 1)
Mandaue City NHS	124			
Paknaan NHS	20			
Jagobiao NHS	13			
Don Gerardo Oauno NHS	23			
Canduman NHS	28			
Cabancalan NHS	35			
Sub-total	760			
Tagbilaran				
Tagbilaran City	277	7	Dist. Office/DO Conf. Hall/ any big ES or HS/ Dr. Cecilio Putong NHS	September 6-8 (TEAM 2)
<i>High School</i>				
Manga NHS				
Dr. Cecilio Putong NHS	155			
Sub-total	432	7		
	X			
Iligan City				
East I	128	10	Dist. Office/DO Conf. Hall/ any big ES or HS/	Sept. 12-18 TEAM 5
East II	89			
Northeast 1-A	103			
Northeast 1-B	71			
North I	34			
North II	99			
South I-A	91			
South I-B	108			
Sub-total	723	10		
Ozamis City				
I	152	6	Dist. Office/DO Conf.Hall OCPSTEA Function Hall Ozamis City CS Gym	
II	156			
III	126			
Sub-total	434			

REGION Division/District	NO. OF TEACHERS	NO. OF ATMs	VENUES	DATE/S OF ORIENTATION
XI				
Davao City				
Baguio	118	} 78	} Dist. Office/ DO Conf. Hall/ Regional Office/ any big ES or HS	} Sept. 20-24 (TEAM 3)
Bangoy	435			
Binugao	111			
Buhangin	292			
Bunawan	148			
Calinan	246			
Daliao	188			
Davao Central	376			
Gen. Roxas	125			
Malabog	99			
Marilog	151			
Matina	381			
Paquibato	140			
Piedad	178			
San Roque	314			
Sta. Ana	267			
Talomo	345			
Tugbok	260			
Sub-total	4174	78		
CAR				
Baguio City				
Central	242	} 15	} Dist. Office/DO Conf. Hall/ any big ES or HS/	} Aug. 2-6 TEAM 4
Lucban	136			
Mabini	143			
Quezon	214			
<i>High School</i>				
Baguio City NHS-Main	255	} 13	} Baguio City NHS Gym/ Dist. Office/DO Conf. Hall/ any big ES or HS/ FVR multi-purpose hall	} Aug. 2-6 TEAM 4
Baguio City NHS-Aurora Hill	16			
Baguio City NHS-Bakekang	8			
Baguio City NHS-F. del Pilar	10			
Baguio City NHS-Laokan	14			
Baguio City NHS-Pacdal	12			
Baguio City NHS-Roxas	11			
Baguio City NHS-S. Vicente	11			
Baguio City NHS-Sto. Tomas	5			
Irisan NHS	19			
Pines City NHS-Main	78			
Pines City NHS-Bonifacio	25			
Pines City NHS-Magsaysay	20			
Pines City NHS-Pinsao	14			
Pines City NHS-Quezon Hill	18			
Pines City NHS-Quirino	18			
Sub-total	1240	28		

A. PROGRAM FOR THE ORIENTATION-SEMINAR ON ATM ROLL-OUT

- | | |
|--|------------|
| 1. Opening Program (DO/Host school) | 10 minutes |
| 2. ATM Presentation (DepED ATM-Checkless Payroll Task Force Representatives) | 30 minutes |
| 3. Banks Presentation (Representative from each Bank - 20 minutes/bank) | 60 minutes |
| 4. Q & A | 30 minutes |
| 5. Group Discussion | 15 minutes |
| 6. Selection | 15 minutes |
-

7. Opening of Accounts
(Depends on the no. of teachers/employees)

B. GUIDELINES FOR THE SELECTION OF BANKS

1. The teachers and employees will be given the chance to listen and evaluate banks wishing to serve the area. Participating banks are Land bank of the Philippines, Development Bank of the Philippines and Veterans bank.
2. Teachers and employees processed through PSD shall select the bank to be used provided only one bank shall be chosen per school district.
3. Teachers and employees paid by region shall select the bank to be used provided only one bank shall be chosen per high school/office.
4. Voting on the selection of banks shall be based on the actual number of participants during the orientation-seminar. Non-attendance of those concerned shall mean that they waive their right to vote.
5. Selection of banks for the district shall be based on simple majority vote [fifty percent (50%) + one (1)] of teachers and employees in attendance.
6. For high school, same guidelines for selection of bank shall apply.