



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 29, 2024

**SCHOOLS DIVISION MEMORANDUM**

No. 085, s. 2024

**COMPOSITION AND STRUCTURE OF THE DIVISION PAYROLL SERVICES UNIT  
(DPSU) IN THE SCHOOLS DIVISION OFFICE OF SCIENCE CITY OF MUÑOZ**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section / Unit Heads  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. In compliance with the requirement for the final assessment of the Regional Payroll Services Unit (RPSU), please be informed of the herein composition of the Division Payroll Services Unit (DPSU) and its functions, to wit:

Unit Name : **DIVISION PAYROLL SERVICES UNIT**

Unit Supervisor : **FHRIESSY CRUZ S. BERMUDA, II**  
Administrative Officer V

Members : **KIMBERLY JOAN N. TADEO**  
Administrative Officer II  
Data Controller (Elementary)

**JERRY I. CARRIDO**  
Administrative Assistant III  
Data Encoder (Elementary)

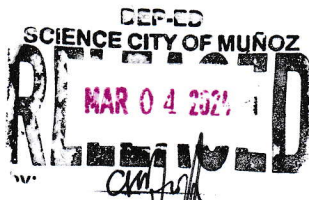
**MICHELLE G. CORNEJO**  
Administrative Assistant III  
Data Controller (Secondary)

**RICKY G. LUCAS**  
Administrative Assistant III  
Data Encoder (Secondary)



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2. The DPSU is responsible in the:
  - a. Preparation and computation of salaries and wages of all personnel in the division;
  - b. Computations of mandatory deductions (i.e tax due to BIR, Philhealth Premium, GSIS life and retirement premium and Pag-IBIG premium), step increments, salary differentials, loyalty payment, deduction of loans, insurance premia, mutual aide / benefit system membership of teachers and non-teaching personnel, including school administrators;
3. Does other HR / Personnel related functions.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.



  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent 

Encl: As stated

Reference: None

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

Downloading of Payroll  
Composition and Structure  
Roles and Responsibilities

*Payroll/KJNT-DPSU Composition*  
*002/February 28, 2024*