Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-184

To : **BASILIO P. MANA-AY, JR., CESO VI**
Assistant Schools Division Superintendent

RAUL E. GACUS
Administrative Officer V

Subject: **PARTICIPATION TO THE CONDUCT OF THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS**

1. Attached is the Regional Memorandum AD-2025-160 relative to the **Conduct of the Roll-out of Modified Verifier's Ledger (V.2) updates, Deduction Codes and Other matters on November 19 to 21, 2025,** at **East Asia Royale Hotel, General Santos City.**

2. Anent to this, the following employees are directed to attend the activity and confirm their attendance through *http://tinyurl.com/Roll-out-Cluster-4.*

KATHRYN GAE D. JAYOMA	**Administrative Officer IV**
IONE JEAN B. AMOGUIS	**Administrative Officer II**

3. Travel and other incidental expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

4. For information and guidance.

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

NOV 1 8 2025

RECORDS SECTION SDO PANABO CITY
BY

ADVISORY

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION OFFICES
APDS VERIFIERS
ALL OTHERS CONCERNED

Subject: **FINAL VENUE OF THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS I, II AND IV)**

The Department of Education (DepEd), through the Finance Service – Employee Account Management Division (FS–EAMD) under the Automatic Payroll Deduction System (APDS), hereby issues the advisory on the designated venues per cluster for the conduct of the Roll-out of the Modified Verifier's Ledger (v.2).
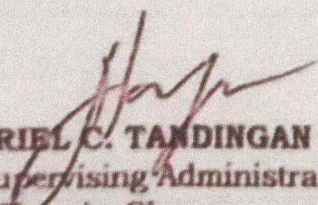
The activity aims to orient all concerned verifiers on the enhanced features of the Modified Verifier's Ledger and provide updates on the implementation of the Automatic Payroll Deduction System (APDS). The details per cluster are as follows:

CLUSTER	REGIONS	DATE	VENUE
I	I,II,III and CAR	Nov. 23-25, 2025	Ace Hotel and Suites, Pasig City
II	IV-A, MIMAROPA, V and NCR	Nov. 24-26, 2025	Ace Hotel and Suites, Pasig City
IV	IX, X, XI, XII and CARAGA	Nov. 19-21, 2025	East Asia Royale Hotel, General Santos City

A separate advisory will be issued for the Cluster 3.

All participants are advised to **bring their updated verifier's ledger, laptop installed with Adobe Acrobat and Microsoft 365, and other necessary documents or materials** as previously indicated in the initial invitation memorandum, for the hands-on activities during the program.

For queries and concerns, please contact FS-EAMD at fs.eamd@deped.gov.ph or 0916-7327205.

ARIEL C. TANDINGAN
Supervising Administrative Officer
Officer-in-Charge
Employee Account Management Division

Republic of the Philippines
Department of Education
DAVAO REGION

November 04, 2025

REGIONAL MEMORANDUM
AD-2025-160

DISSEMINATION ON THE CONDUCT OF THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS

To: Assistant Regional Director
        Schools Division Superintendents
        Chief Administrative Officer - AD

1.   Herewith is the Memorandum dated October 20, 2025 from Armando C. Ruiz, Director IV, Finance Service, relative to the conduct of the Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes, and Other Matters on November 19 – 21, 2025, venue shall be issued through a separate advisory.

2.   Anent to this, the following employees are directed to attend the activity and confirm their attendance through **https://tinyurl.com/Roll-out-Cluster-4**.

REGIONAL OFFICE *up to four (4) participants*	SCHOOLS DIVISION OFFICE *at least two (2) participants per SDO*
APDS Verifier RPSU Head or Staff IT Officer or Programmer	Designated as APDS Verifiers

3.   Travel and other incidental expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

4.   For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated

ROA6/PS/jlj

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED
By:
Nov. 04, 2025
Date: Time:
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Republic of the Philippines
Department of Education
OFFICE OF THE DIRECTOR IV, FINANCE SERVICE

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MEMORANDUM
October 20, 2025
FSOD-2025-_____

By ___
13 a.m. '5' 3 0 OCT 2025
2:21

FOR : **Office of the Director IV, Bureau of Human Resource and Organizational Development (BHROD)**
Office of the Director for Information and Communication Technology Service (ICTS)
All DepEd Regional Directors
All Schools Division Superintendents
Chief Administrative Officers of Administrative Unit
Heads of Regional Payroll Services Unit (RPSU)
Regional Information Technology Officers/Programmers
APDS Verifiers of Selected SDOs
All Others Concerned

FROM : **ARMANDO C. RUIZ**
Director IV, Finance Service

SUBJECT : **ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (V.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS (CLUSTERS 1 TO 4)**

The Finance Service-Employee Account Management Division (FS-EAMD) through its Automatic Payroll Deduction System (APDS), hereby invites all designated verifiers to participate in the conduct of the *Roll-out of Modified Verifier's Ledger (v.2) Updates, Deduction Codes and Other Matters (Clusters 1 to 4)* which will be held on the following schedule:

CLUSTER	REGIONS	DATE
1	I, II, III and CAR	November 23-25, 2025
2	IV-A, MIMAROPA, V and NCR	November 24-26, 2025
3	VI, VII, VIII and NIR	November 12-14, 2025
4	IX, X, XI, XII and CARAGA	November 19-21, 2025

The final venue shall be issued through a separate advisory.

This activity addresses reports of loan applications from institutions such as GSIS, HDMF, and Landbank being processed without the required Net Take Home Pay (NTHP) verification. These procedural gaps have resulted in undeducted obligations, unauthorized deductions, and disruptions in payroll processing.

Following the pilot testing conducted with the selected verifiers in Regions IV-A and NCR—and subsequent revisions based on its findings—this roll-out will present the enhanced NTHP verification system. The updated system incorporates additional improvements and inputs to ensure more accurate processing and full compliance with established payroll policies and procedures.

The Participants to this activity shall be those directly involved in the verifier's ledger process and will be assigned to train other verifiers in their respective regions and divisions, as follows:

- ➤ **Each Regional Office Proper (ROP) may send up to (4) participants only**, with any of the following designations:
  - a. APDS Verifier
  - b. RPSU Head or Staff
  - c. Information Technology (IT) Officers or Programmers

- ➤ **Each Schools Division Office (SDO)** may **send at least two (2) participants**, designated as APDS Verifiers.

Moreover, please be guided by the following details:

1. Please bring laptop, extension cord and documents/files such as:
   a. Latest copy of their **Verifier's Ledger**;
   b. Copy of the **updated list of active payees and corresponding deduction codes**; and
   c. Other pertinent documents related to payroll verification and deductions.
      - FoxPro Master File (MASTFILE)
      - FoxPro Deduction File (INCLUDED)
      - FoxPro Undeducted Obligations Files (EXCLUDED)
      - FoxPro Net Pay File (PYENT)
2. Travel expenses shall be charged against the participant's local funds, subject to existing accounting, and auditing rules and regulations.
3. The first meal on Day 0 will be Dinner, and the last meal to be served is Lunch.

CLUSTER	DATE (DAY 0)
1	November 23, 2025
2	November 24, 2025
3	November 12, 2025
4	November 19, 2025

4. Travel Authority shall be prepared individually or per office, depending on the office's internal arrangements.
5. Kindly inform FS-EAMD if you have food allergies and/or dietary restrictions to ensure safety and make necessary adjustments.

We highly appreciate your active participation in this initiative. Kindly confirm your attendance by completing the registration form on or before November 03, 2025 through the following link:

CLUSTER	REGIONS	LINK
1	I, II, III and CAR	https://tinyurl.com/Roll-out-Cluster-1
2	IV A, MIMAROPA, V and NCR	https://tinyurl.com/Roll-out-Cluster-2
3	VI, VII, VIII and NIR	https://tinyurl.com/Roll-out-Cluster-3
4	IX, X, XI, XII and CARAGA	https://tinyurl.com/Roll-out-Cluster-4

Attached is the Program of Activities for the said event.

For further inquiries, you may contact the EAMD at fs.eamd@deped.gov.ph, attention Ms. Gwyneth Salvador.

For immediate dissemination and appropriate action.

PROGRAM OF ACTIVITIES
FOR THE ROLL-OUT OF MODIFIED VERIFIER'S LEDGER (v.2) UPDATES, DEDUCTION CODES AND OTHER MATTERS – CLUSTERS 1 TO 4

DAY 1:

TIME	TOPIC	DISCUSSION
8:30 am to 9:00 am	Opening Remarks	• Welcome remarks • Introduction of participants and facilitators. • Presentation of workshop objectives and agenda.
9:00 am to 10:30 am	Introduction to the APDS Verifier's Ledger and User Guide	• Overview of the current process and challenges addressed. • Purpose and goals of the verifier system. • Verifier's Ledger User Guide.
10:30 am to 11:00 am	Hands-On Demo: Installation of APDS Verifier Ledger	• Determine which version of Windows is installed • Determine which version of Microsoft Office is installed • Installing Verifier's Ledger
11:00 am to 12:00 pm	Hands-On Demo: How to Use the APDS Verifier Ledger	• Navigation through the Verifier Ledger interface. • Highlight important rules
1:01 PM to 3:30 PM	Hands-On: Processing of sample verification requests	• Live walkthrough of the form • Examples of valid and invalid entries.
3:31 PM to 5:00 PM	Q&A and Feedback Session	• Discuss potential challenges • Open floor for questions, clarifications

DAY 2:

TIME	TOPIC	DISCUSSION
8:30 AM to 9:00 AM	Recap and Next Steps for Rollout	
9:01 AM to 10:00 AM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	• Verifier Duties and Responsibilities. • Verifier Restrictions and Sanction • Best practices
10:01 PM to 12:00 PM	Walkthrough of the Verifier Role, Responsibilities & Best Practices	• Verifier Duties and Responsibilities. • Verifier Restrictions and Sanction • Best practices
12:01 PM-1:00 PM	Check-out to the Hotel	
1:01 PM to 1:30 PM	Common Issues & Support Channels	• Discuss Common Issue and Support Concern
1:31 to 2:00 PM	Closing	• Ways Forward

Employee Account Management Division

Oct 24, 2025, 5:15 PM (7 days ago)   ☆   ↩   ⋮

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Dear Ma'am/Sir,

Good day.

This is to respectfully provide correction and clarification regarding the number of participants allowed for each Schools Division Office (SDO) in the upcoming Roll-out of Modified Verifier's Ledger (V.2) Updates, Deduction Codes, and Other Matters (Clusters 1–4).

The memorandum initially stated that "Each Schools Division Office (SDO) may send at least two (2) participants, designated as APDS Verifiers." Upon review, please be informed that the **correct number of participants to be sent by each SDO shall be two (2) participants only**, both designated as APDS Verifiers.

We appreciate your kind understanding and continued cooperation. Your support in ensuring the smooth conduct of this roll-out activity is deeply valued.

Thank you.

Employee Account Management Division (EAMD)
Department of Education - Finance Service
2nd Flr., T. Alonzo Bldg., DepEd Complex
Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link: bit.ly/EAMD98