



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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Division Memorandum  
No. 396, s. 2013

To : All District Heads, School Administrators  
Teachers and Division Personnel

From :   
**ISAGANI S. DELA CRUZ, CESO V**  
Schools Division Superintendent

Subject : **Regional Policy on Payroll Services Unit (PSU) Operation**

Date : December 16, 2013

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In pursuant to Region Memorandum No. 109, s. 2013, the Regional Office issued the following guidelines to ensure transparency accountability:

1. No one should transact at the PSU without passing the Office of the Regional Director;
2. All request for deductions and deletion should be presented first to the Regional director for approval before any action shall be taken;
3. All transactions regarding PSU matters should be discussed in the Office of the Regional Director; and
4. The PSU shall be declared as an area "OFF LIMITS TO VISITORS / UNAUTHORIZED PERSON KEEP OUT ZONE".

Immediate and widest dissemination of this Memorandum is highly desired.