



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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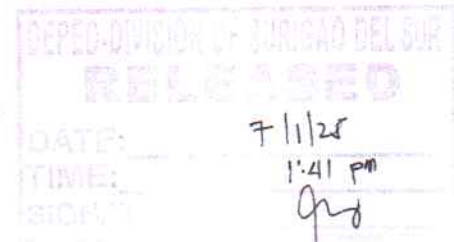
Office of the Schools Division Superintendent

30 JUNE 2025

Division MEMORANDUM
 No. 152, s. 2025

IMPLEMENTATION OF FOXPRO PAYROLL SYSTEM FOR SHS PAYROLL

To : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors & District In-Charge
 SHS Teaching and Non-Teaching Personnel
 All other Concerned



1. **In line with the directive to streamline and standardize payroll processing across the Department of Education, please be informed that effective June 2025, the payroll system for SHS plantilla personnel will transition from the Online Payroll System to the FoxPro Payroll System.**
2. With this, payslips will **no longer** be accessible via eHRIS. Instead, you will receive a printed payslip (hardcopy) containing complete details but not limited to:
 - Employee ID
 - Station Code
 - Loan details (start/end date, undeducted loans)
3. This change is being made because PDF payslips from previous system are susceptible to editing or tampering and often lack key loan information—leading to confusion during loan verification.
4. For concerns or clarification, please coordinate with Ms. Ma. Aiza M. Elpedang – SHS Payroll Incharge.
5. For your guidance.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent

Encl.:

References:

JCB// IMPLEMENTATION OF FOXPRO PAYROLL SYSTEM FOR SHS PAYROLL/June 30, 2025



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