


**DIVISION MEMORANDUM**

No. 129, s. 2020

**REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING  
FOR SUPPLIES AND MATERIALS**

To: Administrative Officer V  
Public Elementary and Secondary Schools  
Administrative Assistants  
This Division

1. Relative to the preparation of payroll for the salaries of the region-paid employees of this Division, the Regional Payroll Servicing Unit (RPSU) transmits every year its billing statement for the supplies and materials expenditures for payroll and payslip consumption. For CY 2019, the Division Office shouldered the full payment of the amount billed.
2. For transparency and impartiality of the charging of the CY 2020, it is hereby directed to pay the regional office billing on supplies and materials expenditures for our payroll and payslip on a prorated basis among Elementary and Secondary MOOE Fund effective this year.
3. Attached is the copy of the estimated cost of supplies needed for procurement from RPSU and the detailed breakdown of computation for your reference. It is expected to make necessary adjustments on the school operational plans relative to the RPSU supplies payment.
4. Immediate and wide dissemination of this Memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/acm/050720





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Region X – Northern Mindanao



**The Schools Division Superintendent**  
 Division of Tangub City  
 Tangub City

DepEd DIVISION OFFICE  
 CITY OF TANGUB February 28, 2020  
**RECEIVED**  
 DATE: 16 MAR 2020 8:24 AM

**DepED-X**  
 Cagayan de Oro City

Attention: Division Accountant

Sir:

Greetings!

Relative to the preparation of payroll for the salaries of the region-paid employees of that Division, below is the estimated cost of supplies needed for procurement to facilitate the processing of payroll for CY2020, to wit:

<i>Particulars</i>	<i>Qty.</i>	<i>Unit</i>	<i>Unit Price (estimated)</i>	<i>Total</i>
1 Computer Continuous Form 11x14 7/8, 3 ply, s20	9	boxes	1,600.00	14,400.00
2 Computer Continuous Form 11x9 1/2, 2 ply, s20	7	boxes	1,500.00	10,500.00
3 Computer Continuous Form 11x9 1/2, 1 ply, s20	9	boxes	1,000.00	9,000.00
4 Expanding Envelope, legal	1	box	1,500.00	1,500.00
5 Documentary Envelope, legal	80	pcs	2.00	160.00
6 Folder, pressboard, legal	0.5	box	1,300.00	650.00
7 Ribbon for Printronix Printer	2	carts.	3,960.00	7,920.00
8 Paper 80gsm legal/A4 size	1	reams	260.00	260.00
9 Ribbon for LQ 2190/2180 Printer	2	carts.	1,000.00	2,000.00
10 Toner for laserjet printer	1	cart.	3,800.00	3,800.00
11 Other Office Supplies (Staple Wire, Paper Fastener, etc)	2	sets	120.00	240.00
12 Share for the Preventive Maintenance of Printronix Printers (twice a year)	2	maint.	405.00	810.00
<b>TOTAL</b>			<b>PHP</b>	<b>51,240.00</b>

It is requested that the transfer of funds for this purpose be made to this Office as soon as possible.

Thank you.

Truly yours,

**DR. ARTURO B. BAYOCOT, CESO III**  
 Director IV

*The LEARNER: The heart of DepEd Region X.*



REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS

**51,240.00**

PRORATED COMPUTATION SUMMARY

ELEMENTARY	31,012.06
JUNIOR HIGH SCHOOL	16,595.26
SENIOR HIGH SCHOOL	3,632.69
<b>TOTAL</b>	<b>51,240.00</b>

REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS

**51,240.00**

PRORATED COMPUTATION - ELEMENTARY

Division	School Name	MOOE	Percentage	Prorated Amount
Tangub City	Baluc ES	214,000	0.807%	413.29
Tangub City	Barangay Tres ES	257,000	0.969%	496.33
Tangub City	Garang ES	299,000	1.127%	577.44
Tangub City	Katagan ES	202,000	0.761%	390.11
Tangub City	Kauswagan ES	243,000	0.916%	469.29
Tangub City	Labuyo Elementary School	326,000	1.229%	629.59
Tangub City	Lumban ES	221,000	0.833%	426.81
Tangub City	Prenza ES	275,000	1.036%	531.09
Tangub City	San Antonio ES	189,000	0.712%	365.01
Tangub City	San Apolinario ES	314,000	1.183%	606.41
Tangub City	Sta. Cruz ES	309,000	1.165%	596.76
Tangub City	Taguite ES	210,000	0.791%	405.56
Tangub City	Tangub City CS	1,355,000	5.107%	2,616.85
Tangub City	Vidasto Carillo ES	273,000	1.029%	527.23
Tangub City	Banglay ES	252,000	0.950%	486.68
Tangub City	Bitoon PS	158,000	0.596%	305.14
Tangub City	Bongabong ES	272,000	1.025%	525.30
Tangub City	Capalaran ES	256,000	0.965%	494.40
Tangub City	Capalaran PS	176,000	0.663%	339.90
Tangub City	Hoyohoy ES	226,000	0.852%	436.46
Tangub City	Isidro D. Tan ES	286,000	1.078%	552.34
Tangub City	Kimat ES	239,000	0.901%	461.57
Tangub City	Manga ES	297,000	1.119%	573.58
Tangub City	Minsubong ES	286,000	1.078%	552.34
Tangub City	Salimpuno ES	191,000	0.720%	368.87
Tangub City	Silanga ES	303,000	1.142%	585.17
Tangub City	Sta. Maria CS	301,000	1.134%	581.31
Tangub City	Sto. Nino ES	193,000	0.727%	372.73
Tangub City	Tituron ES	226,000	0.852%	436.46
Tangub City	Villaba ES	296,000	1.116%	571.65
Tangub City	Aquino ES	305,000	1.150%	589.03
Tangub City	Balatacan Beach PS	165,000	0.622%	318.66
Tangub City	Balatacan ES	336,000	1.266%	648.90
Tangub City	Bocator ES	379,000	1.428%	731.94
Tangub City	Guinabot ES	194,000	0.731%	374.66
Tangub City	Guinalaban ES	255,000	0.961%	492.47
Tangub City	Kampit PS	158,000	0.596%	305.14

Tangub City	Lorenzo Tan Memorial CS	535,000	2.016%	1,033.22
Tangub City	Matugnao ES	176,000	0.663%	339.90
Tangub City	Owayan ES	193,000	0.727%	372.73
Tangub City	Paiton ES	279,000	1.052%	538.82
Tangub City	Panalsalan ES	290,000	1.093%	560.06
Tangub City	Pangabuan Beach ES	259,000	0.976%	500.19
Tangub City	San Vicente ES	349,000	1.315%	674.01
Tangub City	Sicot ES	205,000	0.773%	395.91
Tangub City	Silangit ES	293,000	1.104%	565.86
Tangub City	Simasay ES	256,000	0.965%	494.40
Tangub City	Sumirap CS	344,000	1.297%	664.35
Tangub City	Tugas ES	294,000	1.108%	567.79
Tangub City	Tumatyag PS	137,000	0.516%	264.58
Tangub City	Maloro Integrated School	468,000	1.764%	903.83
Tangub City	Pangabuan Integrated School	363,000	1.368%	701.04
Tangub City	Maquilao Integrated School	646,000	2.435%	1,247.59
Tangub City	Bintana Integrated School	270,000	1.018%	521.44
Tangub City	Polao Integrated School	264,000	0.995%	509.85
		16,058,000.00	60.523%	31,012.06

26,532,000.00

REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS

**51,240.00**

PRORATED COMPUTATION - JHS

Division	School Name	MOOE	Percentage	Prorated Amount
Tangub City	Banglay National High School	592,000	2.231%	1,143.30
Tangub City	Bongabong National High School	624,000	2.352%	1,205.10
Tangub City	Caniangan National High School	739,000	2.785%	1,427.20
Tangub City	Lorenzo Tan National High School	1,293,000	4.873%	2,497.11
Tangub City	Mayor Alfonso Tan High School	414,000	1.560%	799.54
Tangub City	Silangit National High School	770,000	2.902%	1,487.06
Tangub City	Sta. Maria National High School	884,000	3.332%	1,707.23
Tangub City	Sumirap National High School	1,176,000	4.432%	2,271.15
Tangub City	Simasay National High School	556,000	2.096%	1,073.78
Tangub City	Maquilao Integrated School	600,000	2.261%	1,158.75
Tangub City	Maloro Integrated School	327,000	1.232%	631.52
Tangub City	Pangabuan Integrated School	244,000	0.920%	471.23
Tangub City	Bintana Integrated School	189,000	0.712%	365.01
Tangub City	Polao Integrated School	185,000	0.697%	357.28
		8,593,000	32.387%	16,595.26

REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS

**51,240.00**

PRORATED COMPUTATION - SHS

Division	School Name	MOOE	Percentage	Prorated Amount
Tangub City	Banglay National High School	151,000	0.569%	291.62
Tangub City	Bongabong National High School	98,000	0.369%	189.26
Tangub City	Caniangan National High School	172,000	0.648%	332.18
Tangub City	Lorenzo Tan National High School	400,000	1.508%	772.50
Tangub City	Mayor Alfonso Tan High School	85,000	0.320%	164.16
Tangub City	Silangit National High School	126,000	0.475%	243.34
Tangub City	Sta. Maria National High School	136,000	0.513%	262.65
Tangub City	Sumirap National High School	488,000	1.839%	942.45
Tangub City	Simasay National High School	89,000	0.335%	171.88
Tangub City	Maquilao Integrated School	136,000	0.513%	262.65
		1,881,000	7.090%	3,632.69