



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-112

To : Public School District Supervisors
Public Elementary and Secondary School Heads
All Concerned Personnel

Subject : **Guidelines on the Release of Payroll and Payslip in Compliance with the Data Privacy Act (RA 10173)**

Date : November 20, 2025

In adherence to the Data Privacy Act of 2012 (Republic Act No. 10173) and to ensure the protection of personal and sensitive information of all individuals included in payroll documents, the following guidelines shall be strictly observed:

1. The Cash Section shall not release any payroll documents—whether printed or digital—for purposes outside its designated function. This policy ensures the protection of personal and sensitive information of all employees included in the payroll.
2. If a payroll document is needed, it must be requested directly from your school or district office.
3. The requesting party must present written consent from each individual whose information appears in the payroll before it can be released. No payroll information will be provided without complete and valid consent.
4. Payslips are released during the first week of each month. Only the PSDS or the designated authorized person is permitted to claim the payslips.
5. If a payslip is lost, misplaced, or otherwise cannot be secured, the Cash Section will not issue a replacement copy. The employee may instead wait for the release of the following month's payslip, which will serve as the official documentation for the payroll period concerned.

Immediate and widest dissemination of this Memorandum is desired.


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Schools Division Superintendent

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