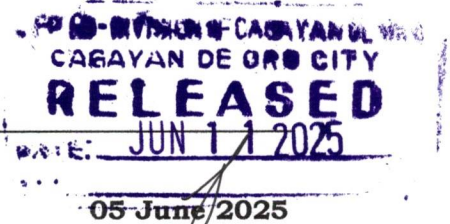




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
No. 451 s.2025

ONLINE SUBMISSION OF PDF COPY OF NOTARIZED TERMS AND
CONDITIONS OF THE APDS ACCREDITATION (TCAA) AND BILLFILE

TO: Payroll Services Unit
Private Entities
This Division

1. In view of the implementation of the Division Payroll Services Unit in the Division of Cagayan De Oro City, and to ensure timely ensuring timely and efficient processing of salary deductions through the Automatic Payroll Deduction System (APDS), this Office reiterates the importance of complying with the necessary documentary and billing requirements for all private entities covered by APDS.

2. All private entities are required to submit PDF copy of notarized Terms and Conditions of the Automatic Payroll Deduction System Accreditation (TCAA) and online submission of Billfile.txt during billing period.

To minimize physical document handling, Billfile.txt for APD-related transactions must be submitted electronically via email.

The designated address for submission is: depedcdo.payroll@deped.gov.ph or depedcdo.payroll@o365deped.gov.ph.

Kindly observe the following guidelines when submitting via email.

- Use the filename format: BILLFILE-E/S [Elementary or Secondary]
- Ensure that Billfile.txt are readable and not corrupted.

3. For compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

DM001-OSDS-AS-GS-ANS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142

Address: cagayandeoro.city@deped.gov.ph

Website: <https://depedcdo.net/>

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