



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 7, 2025

DIVISION MEMORANDUM

No. III s. 2025

**ORIENTATION ON PERSONNEL COMPENSATION, BENEFITS AND OTHER
RELATED HUMAN RESOURCE ACTIONS FOR NEWLY HIRED
TEACHING AND NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

1. The Schools Division Office of Catanduanes through the Personnel Section will conduct an Orientation on the Personnel Compensation, Benefits and Other Related Human Resource Actions on February 8, 2025, 8:00 AM to 5:00 PM through MS Teams <https://tinyurl.com/2025OLO>
2. This activity aims to:
 - a) Familiarize newly hired teaching and non-teaching employees on personnel compensation, benefits, and other human resource actions.
 - b) Discuss Division Memoranda Nos. 404 and 409, s. 2024 (Instructions on the Application for Leave & Compensatory Time Off and Strict Implementation on the Use of Pass Slip in the SDO and Schools and Reiteration of DepEd Policies/Rules for effective and Efficient Office and School Operations).
3. Participants are newly hired teaching and non-teaching personnel from December 6, 2024 – February 6, 2025.
4. The list of participants, resource persons and orientation matrix are attached to this memorandum.
5. Participants to this activity shall be given vacation service credits/compensatory overtime credit.
6. For information guidance and strict compliance.

By the Authority of the OIC-Schools Division Superintendent:

DELFIN A. BONDAD
Public Schools District Supervisor
OIC, Office of the Assistant Schools Division Superintendent
Officer-In-Charge



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Enclosure No. 1 to Division Memorandum No. III s. 2025

ORIENTATION MATRIX
February 8, 2025

Time	Activity	Person Responsible
7:30 - 7:59	Registration	PMT
8:00-8:15	Program Preliminaries	AVP
8:16-8:20	Acknowledgement of Participants	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
8:21-8:25	Opening Remarks	EVA S. TOLENTINO Administrative Officer V
8:26 - 8:35	Message	CECILE C. FERRO Asst. Schools Division Superintendent OIC, Office of the SDS
8:36 - 9:10	GSIS	JESSICA T. CONDENO Administrative Officer II
9:11 - 10:00	Home Development Mutual Fund (Pag-IBIG) and Philhealth	MA. DOLORES T. CERDON Administrative Officer II
10:01-10:30	Withholding Tax on Compensation	MARK U. TABO Administrative Assistant II
10:31-11:15	Salaries & Other Benefits	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
11:16-12:00	Activation of DepEd Accounts (MS 365) & Utilization of DepEd Information Systems	JENNIFER B. METICA Information Technology Officer I
LUNCH BREAK		
1:00 - 2:15	Rules on Leave	CHRISTINE LOUISE S. DE LEON Administrative Officer II
2:16 - 3:45	Division Memoranda No. 404 and 409 s. 2024, and Other Human Resource Actions	MARICHELLE B. LLAVE Administrative Officer IV
3:46-4:10	Change of Status	MELODY R. TALLER Administrative Assistant III
4:11-4:45	Statement of Assets, Liabilities and Net Worth (SALN)	JADE T. CONCEPCION Administrative Aide VI
4:46-5:00	Closing Remarks	DELFIN A. BONDAD Public Schools District Supervisor OIC, Office of the ASDS
AL FRANCIS B. MENDEZ Master of Ceremonies		



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Enclosure to Division Memorandum No. 2 s. 2025

LIST OF PARTICIPANTS

NO.	NAME	POSITION	SCHOOL/DISTRICT
1.	ALJUN A. ALFEREZ	TEACHER I	TUBLI NHS
2.	JOHN EDWARD I. AMARO	TEACHER I	BAGMANOC RDHS
3.	MICHEAL T. BALCITA	TEACHER I	CATANDUANES NHS
4.	LYDEL JOY M. BAUTISTA	TEACHER I	BATO RDHS
5.	JANET Z. BEO	TEACHER I	VIGA RDHS
6.	MYRA T. DAGUE	TEACHER I	SAN MIGUEL RDHS
7.	DOMINICK DAYAWON	TEACHER I	MABATO NHS
8.	REA MAE B. DELOS REYES	TEACHER I	SAN ANDRES VS
9.	GARNER TED M. DEL VALLE	TEACHER I	CATANDUANES NHS
10.	MANILYN T. DE QUIROZ	TEACHER I	PANDAN SAT
11.	JEREMAHIA T. EUBRA	TEACHER I	CARAMORAN RDHS
12.	JONATHAN O. OBOGNE	TEACHER I	SAN ANDRES VS
13.	JESSA A. OLIDO	TEACHER I	CATANDUANES NHS
14.	REX T. RANCES	TEACHER I	SAN ANDRES VS
15.	REMER PAUL B. RICO	TEACHER I	BARAS RDHS
16.	RACHELL T. ROMERO	TEACHER I	CATANDUANES NHS
17.	FAUSTO P. SARMIENTO	TEACHER I	CATANDUNAES NHS
18.	EUNICE T. TABUZO	TEACHER I	CATANDUANES NHS
19.	JESHEBEL M. TALLER	TEACHER I	SAN ANDRES VS
20.	MANILYN S. TAN	TEACHER I	LIV SR. NHS
21.	CATHERINE C. TELEG	TEACHER I	BOTE IS
22.	QUENCY ANN D. TEOPE	TEACHER I	SAN ANDRES VS
23.	SUZETTE A. TESORERO	TEACHER I	CATANDUANES NHS
24.	JINGKY Z. TRIA	TEACHER I	CATANDUANES NHS
25.	JAYSEL V. TUMALA	TEACHER I	TINAGO NHS
26.	CLAIRE C. VARGAS	TEACHER I	CATANDUANES NHS
27.	JESSEL MARIAN P. ABRAHAM	TEACHER I	TUBLI NHS
28.	MARY ANN M. MENDOZA	TEACHER I	CATANDUANES NHS
29.	MARK DAVE T. PEREYRA	TEACHER I	CATANDUANES NHS
30.	LESLIE ANN C. ROJO	TEACHER I	CATANDUANES NHS
31.	SHEENA MAE M. SAMAR	TEACHER I	MABATO NHS
32.	JOAN S. TAÑAJURA	TEACHER I	CATANDUANES NHS
33.	JORGE C. TUBORO	TEACHER I	CATANDUANES NHS
34.	MA. NEL T. ALCANTARA	TEACHER I	CATANDUANES NHS
35.	ISIAHJIM A. TORILLOS	TEACHER I	CATANDUANES NHS
36.	JESSAMY A. BODOTA	TEACHER I	CATANDUANES NHS
37.	RHOGIE B. TAROY	TEACHER I	SAN ANDRES VS
38.	GARLIT P. VALLESPIN	TEACHER I	CATANDUANES NHS
39.	EDEL MIRASOL A. SEBASTIAN	TEACHER I	BALDOC IS
40.	ALEXANDRA MAE Z. CAMBONGA	TEACHER I	BOTE IS
41.	MARICON P. TATEL	TEACHER I	PANGSANGAHAN IS
42.	IMEE T. TACORDA	TEACHER I	DARIAO NHS
43.	JULIUS CEASAR T. TORZAR	TEACHER I	CABCAB NHS
44.	LEO ANGELO P. VALLERMOZA	TEACHER I	CABUGAO IS
45.	MARGIE S. VARGAS	TEACHER I	CATANDUANES NHS



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46.	RONIE T. BALIDOY	TEACHER I	CATANDUANES NHS
47.	FRANCIS C. TOLERO	TEACHER I	SAN ANDRES VS
48.	MARIA CYNTHIA R. BONGON	ADMINISTRATIVE AIDE VI	OSDS-RECORDS SECTION
49.	CRISTY ANN F. CARDIÑO	ADMINISTRATIVE AIDE VI	OSDS-PERSONNEL SECTION
50.	ANGELIE ANN B. LORESTO	ADMINISTRATIVE AIDE IV	CALATAGAN HS
51.	LORELYN IMPERIAL	ADMINISTRATIVE AIDE III	BARAS RDHS
52.	OMAR T. URBANO	ADMINISTRATIVE AIDE VI	OSDS-PERSONNEL SECTION
53.	CATHERINE F. CLAVECILLAS	ADMINISTRATIVE AIDE VI	ASDS OFFICE
54.	JOAN KAY Z. TARIO	ADMINISTRATIVE AIDE VI	SDS OFFICE



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