



DepEd Division Office of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No: 3/6
DATE: 28 MAR 2025 TIME: 2:00

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 28, 2025

DIVISION MEMORANDUM

No. 3/6 s., 2025

**ORIENTATION ON THE USE OF NEW PAYROLL TEMPLATE AND
PREPARATION OF SPECIAL HARDSHIP ALLOWANCE**

TO : OIC-Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
All Others Concerned

1. The OSDS-Personnel Section, in coordination with the Accounting Section, will conduct an Orientation on the Use of New Payroll Template and Preparation of Special Hardship Allowance on March 29, 2025, (Saturday) 8:00AM to 12NN at the Schools Division Office Terrace.
2. The list of participants is enclosed to this memorandum. They are advised to bring laptop and extension cord.
3. Participants shall be given Compensatory Overtime Credit.
4. Travel and other incidental expenses shall be charged against school MOOE funds subject to the usual accounting, budgeting and auditing roles and regulation.
5. For information, guidance and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

[Signature]
EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 316 s. 2025

LIST OF PARTICIPANTS

	NAME	POSITION TITLE
1	RACHEL MAE PASCUA	AO II
2	SHENE VILLAMARTIN	AO II
3	RICHELLE AGAPEN	AO II
4	MA. DOLORES CERDON	AO II
5	JESICCA CONDENO	AO II
6	REIMARL FUENTEBELLA	AO II
7	JANETTE MARQUEZ	AO II
8	RICHELLE SISO	AO II
9	JERALD SUALIBIO	AO II
10	NAOEMI SHARMAINE ARCEGA	AO II
11	JULIE ANN GONZALES	AO II
12	JETHER DAN TORRECAMPO	AO II
13	MARICRIS SARMIENTO	AO II
14	JASMIN JAY BENAVIDEZ	AO II
15	CHRISTIAN BELCHEZ	AO II
16	RODOLFO MORANDARTE, JR.	AO II
17	LANIE MENDOZA	AO II
18	JONAH ANN VALENZUELA	AO II
19	MARY GRACE VILLARINO	AO II
20	ERNEST JOHN SONER	AO II
21	LEGIE PADILLA	AO II
22	MA. CRISTINA ALCANTARA	AO II
23	EUGENE JIMI PATRICK VALEZA	AO II
24	JAKE TOMAGAN	AO II
25	JANICE GIANAN	AO II
26	LARA MELISSA TITO	AO II
27	JERALD SABAYLE	AO II
28	EMELDA SONEJA	AO II
29	APRIL SAMUDIO	AO II
30	ALEXA MAY ABUNDO	AO II
31	CHANDA SOLIVERES	AO II
32	ROSELYN BERNARDINO	AO II
33	DEBBIE GO	AO II
34	KRISTINA VIVO	AO II
35	JONNEL SARMIENTO	AO II
36	ROSELLE BARTOLOME	AO II
37	SARAH KAY SARMIENTO	AO II
38	EDDIE MAGNO, JR.	AO II
39	REGINE OGENA	AO II
40	NANET SARMIENTO	AO II
41	AILEEN TIMAJO	AO II



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

42	RIZA MAE BONAYON	AO II
43	MA. CARISSA GUERRERO	AO II
44	JAKE TABLO	AO II
45	GIAN JAY SARMIENTO	AO II
46	NAOMI SANTELICES	AO II
47	JEAN FLOR CESTINA	AO II
48	ANNIE GIESHA MATIENZO	AO II
49	CHRISTINE LOUISE DE LEON	AO II
50	VILMA BENAVIDEZ	AO II
51	FATIMA JOSON	AO II



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph