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BY: [Signature] No. 154
DATE: FEB 02 2026 TIME: 11:58



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 02, 2026

DIVISION MEMORANDUM

No. 154 s. 2026

CORRIGENDUM TO DIVISION MEMORANDUM NO. 132, S. 2026
RE: ACCEPTANCE OF APPLICATIONS FOR NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 132, s. 2026 titled "Acceptance of Applications for Non-Teaching Positions", the following information has been corrected:

2. Correction on the school assignment

Vacant Position	From	To
Administrative Aide I	Viga CES/Viga West	Manambrag ES/San Andres West

3. Correction on the duties and responsibilities of Administrative Officer II – Personnel Section:

1. Handles special payroll service
2. In collaboration with the Administrative Officer IV (Human Resource Management Officer II), monitor and prepare reports on filled and unfilled teaching and non-teaching items within the SDO.
3. Prepares communications as to requirements for personnel benefits
4. Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll
5. Computes necessary deductions for inclusions in the monthly payroll
6. Computes salary adjustments based on new salary schedule mandated by the government and service incentive for qualified employees for NOSI and NOSA
7. Perform other duties that may be assigned by the immediate head.

4. Other provisions stated in the Division Memorandum No. 132 s. 2026 shall remain in effect.

5. For information, immediate and wide dissemination, guidance and compliance.

[Signature]
MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
OIC – Schools Division Superintendent