

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

January 15, 2026


DIVISION MEMORANDUM

No. 070 s. 2026

ORIENTATION-WORKSHOP ON LEAVE ADMINISTRATION AND PREPARATION OF MONTHLY PAYROLL WORKSHEET & REPORT OF SERVICE (FORM 7)

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

1. To capacitate the newly hired Administrative Officer II on the leave administration and preparation of Form 7, an orientation-workshop will be conducted on January 20-23, 2026 (8AM to 5PM) at DepED SDO Terrace and Virac Pilot ES, Gabaldon Bldg.
2. Enclosed is the List of Participants and Activity Matrix.
3. Participants are advised to bring their laptop and extension cord.
4. Travel and other incidental expenses of participants/resource persons shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and strict compliance.


MA. JEANY T. ABAYON,
Assistant Schools Division Superintendent
Officer-In-Charge, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 070 s. 2026

| | Name | School | District | Date & Venue |
|----|------------------------|--------------------------|-----------------|---------------------------------|
| 1 | Bella Aurora Tablate | Agban NHS | | January 20, 2026 SDO Terrace |
| 2 | Jessica Alcantara | Antipolo NHS | | |
| 3 | Mc Nammes Taroy | Bote IS | | |
| 4 | Alvin Vienes | Bugao NHS | | |
| 5 | Marlett dela Viña | Cabcab NHS | | |
| 6 | Ria Gregorio | Cobo IS | | |
| 7 | Elma Pitajen | Codon NHS | | |
| 8 | Christine Joy Garcia | Dariao NHS | | |
| 9 | Hannah Victoria Molina | Dororian NHS | | |
| 10 | Jade Concepcion | Lictin IS | | |
| 11 | Alyanna Mae Arador | Magnesia MHS | | |
| 12 | Mae Ann Lopez | Manambrag NHS | | |
| 13 | Andrea Talla | Mayngaway NHS | | |
| 14 | Nympha España | Milaviga IS | | |
| 15 | Jennifer Tomanglao | Mabato NHS | | |
| 16 | Raldne Vega | San Vicente NHS | | |
| 17 | Aaron Gianan | Sicmil IS | | |
| 18 | Christian Noel Angeles | Tambongon NHS | | |
| 19 | Jhon Paul Vargas | Tinago NHS | | |
| 20 | Abegail Tenerife | Tubli NHS | | |
| 21 | Michael Fernandez | Palumbanes IS | | |
| 22 | Ruby Peña | Mavil & Hinipaan ES | Bagamanoc North | |
| 23 | Rene Toltol | Sagrada ES | | |
| 24 | Veneracion Calderon | Suchan & Quigaray ES | Bagamanoc South | |
| 25 | Keziah Marie Rodriguez | Salvacion ES | | |
| 26 | Jessa Velchez | Bacak & Pangcayanan ES | | |
| 27 | Erica Mae Valenzuela | Guinsaanan & Puraran ES | Baras North | |
| 28 | Sally Joy Tayamora | Benticayan ES | | |
| 29 | Enalyn Tesorero | Genitligan ES | | |
| 30 | Yves Ray Bonayon | Abihao ES | Baras South | |
| 31 | Jeannette Tabuzo | Moning ES & Baras CES | | |
| 32 | Maria Aimee Tapar | Caragumihan ES | | |
| 33 | Juanito Torres | Macutal ES | | |
| 34 | Marichu Valeza | Tilod ES & Sta. Maria ES | | |
| 35 | Nancy Rubio | Salvacion ES | | |
| 36 | Mary Rose Carranza | Putsan-Danao ES | | |
| 37 | Leo Casquejo | Paniquihan ES | | |
| 38 | Regie Tapar | Buenavista ES | Bato East | |
| 39 | Juliet Onan | Libjo ES & Mintay ES | | |
| 40 | Mary Ann Pereyra | Batalay ES | | |
| 41 | Lenette Soledad | Pananaogan ES | | |
| 42 | Ella Marie Romero | San Pedro ES | | |
| 43 | Aileen Honculada | Carorian ES | | |
| 44 | Jenny Rose Rodriguez | Bagumbayan ES | | |
| 45 | Rosana Torzar | San Roque ES | | |
| 46 | Maria Aileen Lim | Oguis ES | Bato West | |



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| | | | | |
|----|---------------------------|----------------------------|-----------------|------------------------------------|
| 47 | Maria Christina Fernandez | Buenavista ES & Camburo ES | Caramoran North | January 21, 2026 Virac Pilot ES |
| 48 | Crissandra Guevarra | Caramoran CES & Dariao ES | Caramoran South | |
| 49 | Analyn Eustaquio | Mabini ES & San Jose ES | | |
| 50 | Rhea Joy Apanti | Tubli ES & Panique ES | | |
| 51 | Vanessa Borjal | Tucao-Maysuram IS | | |
| 52 | Joy Tuldac | Bocon ES & Maui ES | | |
| 53 | Arianne Arcilla | Guiamlong ES | | Gigmoto |
| 54 | Josephine Solmiano | Hitoma-Bulalacao ES | | |
| 55 | Mabel Pagal | Inalmasinan ES | | |
| 56 | Crispen Delen | Iyao ES | | |
| 57 | Delfin De Leon Jr. II | Obi ES | | |
| 58 | Daisy Joy De Leon | Salvacion ES | Pandan East | |
| 59 | Ronamy Albaniel | Supang ES | | |
| 60 | Justine Tatel | San Pedro ES & Biong ES | | |
| 61 | Jayson Sarmiento | Sioron ES | | |
| 62 | Grace Mendez | Tabugoc ES & Marambong ES | | |
| 63 | Mae Delos Santos | Baldoc ES | | Pandan West |
| 64 | Marjhon Cortuna | Jose O. Vera ES | | |
| 65 | Analyn Rafael | Hiyop ES | | |
| 66 | Cidrick De Leon | Canlubi ES | | |
| 67 | Earl Kevin Villarey | Lourdes ES | | |
| 68 | Loudina Condono | Porot ES | | |
| 69 | Florie Jane Tarin | San Isidro IS | Panganiban | |
| 70 | Cairamay Icaonapo | Balagnonan ES & Caruyo ES | | |
| 71 | Ben Ian Lopez | Tariwara ES & Bagawang ES | | |
| 72 | Cris Jean Madrid | Oga ES | | |
| 73 | Jesalve Barceta | Lumabao ES | | |
| 74 | Renalyn Ibardaloza | Panuto ES | | San Andres East |
| 75 | Jason Oliveros | Pandan CES | | |
| 76 | Ma. Angelica Robrigado | Sta. Cruz ES | | |
| 77 | Lea Aznar | San Rafael PS | | |
| 78 | Bernadette Seratubias | Cagdarao ES & Tibo ES | | |
| 79 | Michelle Flores | Alinawan ES | San Andres West | |
| 80 | Jaybee Justine Bibe | Burabod CES | | |
| 81 | Judy Ann Villamor | Mabini ES | | |
| 82 | Eugene Oliveros | Maculiw & Babaguan ES | | |
| 83 | Mary Joanne Aquino | Jose Rizal ES | | |
| 84 | Bianca Antonio | Palawig ES | | Tibang ES |
| 85 | Rasul Doncillo | Hilawan ES & Barihay ES | | |
| 86 | Kristine Mae Gianan | Manambrag ES & Cabungahan | | |
| 87 | Lany Manoguid | Agojo ES | | |
| 88 | Hazel Manlagnit | Puting Baybay ES | | |
| 89 | Rafael Tan | San Isidro ES | | |
| 90 | Krishna Ponce | San Vicente ES | | |
| 91 | Sarah Jean Manlagnit | Tibang ES | | |



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| | | | | |
|-----|---------------------------|------------------------------|------------------|------------------------------------|
| 92 | Jamaica Geromo | Balatohan ES & Pacogon ES | San Miguel North | January 22, 2026 Virac Pilot ES |
| 93 | Karen Camacho | Paraiso B ES & San Marcos ES | | |
| 94 | Champ Aaron Sarmiento | Tobrehon ES & Tucao ES | | |
| 95 | Marian Donnabelle Osorio | Alma ES | | |
| 96 | Reyshelle Tesorero | Paraiso A ES | | |
| 97 | Rachelle Bulia | Siay ES | | |
| 98 | Janice Reforma | Kilikilihan ES | | |
| 99 | Maricel Morales | Patagan ES & Dayawa ES | San Miguel South | |
| 100 | Hannah Vargas | Buhi ES | | |
| 101 | Kristine Manlangit | Katipunan ES | | |
| 102 | Jane Romero | Pangilao ES | | |
| 103 | Cristy Tanteo | San Juan ES | | |
| 104 | Rizza Briza | Solong PS | | |
| 105 | Glenda Jacinta Bernal | Obo ES | | |
| 106 | Kristine Torres | Magsaysay ES & Batohonan ES | Viga East | January 23, 2026 Virac Pilot ES |
| 107 | Amos Tuplano | Soboc ES | | |
| 108 | Shiela Marie Presentacion | Begonia ES & Quirino ES | | |
| 109 | Jessie Usero | Buenavista ES | | |
| 110 | Rodel Valenzuela | Tambongon CES | | |
| 111 | Reylan Palazon | Tinago ES | | |
| 112 | Aiza Del Rosario | Villa Aurora ES | | |
| 113 | Eugene Calderon | San Jose ES & Almojuela ES | Viga West | |
| 114 | Leny Idanan | Ananong ES | | |
| 115 | Alyssa May Vega | Mabini ES | | |
| 116 | Bryan Arnold Tatad | Del Pilar ES | | |
| 117 | Flora Fe Templonuevo | Ogbong ES | | |
| 118 | Melchor Vistal Jr. | Osmena ES | | |
| 119 | Angela Almoguerra | P. Vera ES | | |
| 120 | Evanell Rhey Sorrrera | Summit ES | | |
| 121 | Michael France Tugay | Rizal ES | | |
| 122 | Ruthcel Bobis | Roxas ES | | |
| 123 | Kevin Tolod | Sagrada ES | | |
| 124 | Sarah Jane Murillo | San Roque ES | | |
| 125 | Julie Ann Turirit | Sta. Rosa ES | | |
| 126 | Annjaneth Bombase | Dugui San Isidro | Virac North | |
| 127 | Vanessa Gianan | Dugui Wala ES | | |
| 128 | Divzon Somido | Sogod Simamla ES | | |
| 129 | Alyssa Joy Somido | Simamla ES | Virac South | |
| 130 | Julie Ann Talan | Batag ES | | |
| 131 | Kristina Arcilla | Buenavista ES | | |
| 132 | Audrey Rose Avila | Calampong ES | | |
| 133 | Carla Joy Valenzuela | Palta Saday ES | | |



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TRAINING MATRIX

| Time | Activity | Person In-Charge/Resource Person | | | |
|--------------------|---|--|--|--|---|
| | | Day 1 | Day 2 | Day 3 | Day 4 |
| 7:30-8:00 | Registration | Support Staff | | | |
| 8:00-8:30 | Opening Program | | | | |
| 8:30-9:00 | Government Office Hours & DepEd Order No. 4 s. 2025 | Eva S. Tolentino Administrative Officer V | | | |
| 9:00-10:00 | Omnibus Rules on Leave | Marichelle B. Llave Administrative Officer IV | | | |
| 10:00-10:30 | Filling Out of Forms (CS Form 6, Pass Slip, Locator Slip, Travel Authority) | Ma. Dolores T. Cerdon Administrative Officer II | Richelle Siso Administrative Officer II | Jake Tablo Administrative Officer II | Fatima Joson Administrative Officer II |
| 10:30-10:45 | Compensatory Overtime Credit | Jinky Marie R. Serduar Administrative Officer II | Jerald Sabayle Administrative Officer II | Naomi Santelices Administrative Officer II | Kristina Vivo Administrative Officer II |
| 10:45-11:00 | Monetization of Leave Credits | Aileen T. Timajo Administrative Officer II | Regine Ogena Administrative Officer II | Lanie Mendoza Administrative Officer II | Janice Gianan Administrative Officer II |
| 11:00-12:00 | DepEd Order No. 13 s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers) & DepEd Order No. 5 s. 2024 (Rationalization of Teachers Workload In Public Schools and Payment of Teaching Overload) | Roma Angelee A. Soleybar Administrative Officer II | | | |
| Lunch Break | | | | | |
| 1:00-2:00 | Recording of Leave Application to Leave Card | Virgilio J. Molina Jr. Administrative Assistant III | Lara Melissa Tito Administrative Officer II | Ernest John Soner Administrative Officer II | Roselyn Bernardino Administrative Officer II |
| 2:00-3:00 | Encoding/recording of leave applications to digital leave card | Melody R. Taller Administrative Assistant III | | | |
| 3:00-3:30 | Updating of Service Record | Rodolfo D. Morandarte Jr. Administrative Officer II | Jonnell Sarmiento Administrative Officer II | Sarah Kay Sarmiento Administrative Officer II | Richelle Agapen Administrative Officer II |
| 3:30-4:15 | Step Increment/Loyalty Pay | Roma Angelee A. Soleybar Administrative Officer II | | | |
| 4:15-4:45 | Preparation of Form 7 | Lyn Antoneth Tadera Administrative Officer II | Jannette Marquez Administrative Officer II | Debbie Go Administrative Officer II | Christine Louise de Leon Administrative Officer II |
| 4:45-5:00 | Closing Program | | | | |

Master of Ceremonies – Regine Ogena, AO II



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