



Republika ng Pilipinad
Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

October 04, 2024

DIVISION MEMORANDUM
No. 496 s.2024

**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 Others 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 October 19, 2024, 8AM to 5PM thru MS Teams bit.ly/OLO24-
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 January 16, 2024 to October 4, 2024.
4. The list of participants, resource persons and orientation matrix are attached to this memorandum.
5. Participants to this activity shall be given service credits/compensatory overtime credit.
6. For information guidance and compliance.

CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



ORIENTATION MATRIX

OCTOBER 19, 2024

Time	Activity	Person Responsible
7:30-7:45	Registration	PMT
7:46-7:55	Program Preliminaries	AVP
7:56-8:00	Acknowledgement of Participants	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
8:01-8:10	Opening Remarks	EVA S. TOLENTINO Administrative Officer V
8:11-8:15	Message	CECILE C. FERRO CESO VI Asst. Schools Division Superintendent OIC-Office of the Schools Division Superintendent
8:16-9:30	Division Memorandum No. 409, s. 2024	EVA S. TOLENTINO Administrative Officer V
9:31-9:50	GSIS	JESSICA T. CONDENO Administrative Officer II
9:51-10:10	Home Development Mutual Fund (Pag-iBIG)	MA. DOLORES T. CERDON Administrative Officer II
10:11-10:30	PhilHealth	JEAN FLOR Q. CESTINA Administrative Assistant III
10:31-11:00	Withholding Tax on Compensation	MARY ANN O. PEREYRA Senior Bookkeeper
11:01-12:00	Salaries & Other Benefits	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
LUNCH BREAK		
1:00-1:30	Activation of DepEd Accounts (MS 365) & Utilization of DepEd Information Systems	JENNIFER B. METICA Information Technology Officer I
1:31-3:00	Rules on Leave & Other Human Resource Actions Division Memorandum No. 404, s. 2024	MARICHELE B. LLAVE Administrative Officer IV
3:01-3:30	Change of Status and Travel Abroad	LENETTE R. SOLEDAD Contract of Service
3:31-4:30	Statement of Assets, Liabilities and Net Worth (SALN)	JADE T. CONCEPCION Administrative Aide VI
4:31-5:00	Closing Remarks	MARICHELE B. LLAVE Administrative Officer IV
MA. CARISSA M. GUERRERO Master of Ceremonies		



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Enclosure to Division Memorandum No. 496 s. 2024

LIST OF PARTICIPANTS

NO.	NAME	POSITION	SCHOOL/DISTRICT
1	NANCY CANDELARIA	TEACHER I	CAHAN ES
2	IAN KELLY T. BARORO	TEACHER I	TAMBONGON NHS
3	MAGILYN A. SALES	TEACHER I	PSAT
4	MARICHELE SJ. CARILIMDILIMAN	TEACHER I (SHS)	MILAVIGA IS
5	SHARRA PHEM T. TORRES	SPECIAL SCIENCE TEACHER I	BATO RDHS
6	ARSENIO T. IDANAN JR.	SECURITY GUARD I	BATO RHDS
7	MA. VERONIQUE Y. MOLOD	SPECIAL SCIENCE TEACHER I	CALATAGAN HS
8	JOMHEL T. URBANO	TEACHER I	CNHS
9	MARK JOSEPH L. TRINIDAD	TEACHER I	LIV SR. NHS
10	LAILA ANGELA I. TRINIDAD	TEACHER I	PSAT
11	AVEGAIL T. TAPIA	CRAFT EDUCATION DEMONSTRATOR I	SAVS
12	ROSALIE M. BROJAN	ADMINISTRATIVE ASSISTANT II (SHS)	MANAMBRAG NHS
13	GINALYN B. JAULA	TEACHER I	BATONG PALOWAY ES
14	HANNA FARINAH LEGASPI	TEACHER I	BOTE IS
15	HOWELL F. TUMAMPIL	ADMINISTRATIVE ASSISTANT III	LIV SR. NHS
16	ARIES R. BARRO	SECURITY GUARD I	TUBLI ES
17	PROTACIO G. ARCILLA III	TEACHER I (SHS)	CNHS
18	HAZEL S. BELMONTE	TEACHER I (SHS)	CABCAB NHS
19	MARLYN C. TULDAC	TEACHER I	SUPANG-DATAG NHS
20	MA. SHIELA L. CAPARROSO	TEACHER I	SUPANG-DATAG NHS
21	JONNEL A. SANTELICES	TEACHER I	PSAT
22	GLEN R. DE LUNA	TEACHER I	LIV SR. NHS
23	YVONNE IRENE M. SOLSONA	TEACHER I	CODON NHS
24	JONHSON P. AUSANA	TEACHER I	MARILIMA ES
25	RICA C. ESCARDA	TEACHER I	SALVACION ES
26	MARIA C. BALOY	TEACHER I	PARAISO A ES
27	SALDY P. EVANGELISTA	TEACHER I	JOSE O. VERA ES
28	JENNY T. BERNAL	TEACHER I	VPES
29	CHARLOTTE D. ALAM	TEACHER I	IGANG ES
30	ROILYN A. VARGAS	TEACHER I	AGOJO ES
31	HANNAH MAE P. TIMWAT	TEACHER I	GENTLIGAN ES
32	PRINCESS SARAH R. TUSI	TEACHER I	SUMMIT ES
33	CLARISSA T. ALINTANA	TEACHER I	PAJO SAN ISIDRO ES
34	ELLA MAE B. IDANAN	TEACHER I	DATAG CES
35	ALDRIN A. VERGARA	TEACHER I	SALVACION ES
36	SARAH JANE B. MURILLO	ADMINISTRATIVE ASSISTANT II	BAGAMANOC RDHS
37	FLORIFE G. GONZALES	ADMINISTRATIVE ASSISTANT III	CABUGAO IS
38	EMILYN V. ZAFE	ADMINISTRATIVE ASSISTANT II	AGBAN NHS/ DORORIAN NHS
39	ALYANNA MAE T. ARADOR	SENIOR BOOKKEEPER	CALATAGAN HS
40	ROMEO C. BENAVIDEZ	TEACHER I	PANGANIBAN NHS
41	ABEGAIL B. TUBEO	SPECIAL SCIENCE TEACHER I	VIGA RDHS
42	MARK ANGEL F. TULOD	SPECIAL SCIENCE TEACHER I	PSAT
43	LOI MASACHUSETTES T. SARMIENTO	ADMINISTRATIVE ASSISTANT III	OSDS
44	MARIA GIENINE R. TAPERLA	ADMINISTRATIVE ASSISTANT III	SDO - PERSONNEL
45	KAREN S. TUSARA	ADMINISTRATIVE ASSISTANT III	SDO - ACCOUNTING
46	LEA S. SOLERO	ADMINISTRATIVE ASSISTANT II	CABCAB NHS
47	SHERYL ANN V. TRESVALLES	ADMINISTRATIVE ASSISTANT II	PANGANIBAN NHS - CAIC
48	ERNEST JOHN T. SONER	ADMINISTRATIVE OFFICER II	TABUGOC CES/MARAMBONG ES
49	EMELDA S. SONEJA	ADMINISTRATIVE OFFICER II	CAGDARAO ES/TIBO ES
50	JOY T. GORGONIO	TEACHER I	BABAGUAN ES
51	ROSEMARIE S. GALLORA	TEACHER I	MANAMBRAG NHS
52	KIMBERLY G. BANAS	TEACHER I	CABUNGAHAN ES