



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 13, 2025

DIVISION MEMORANDUM

No. 505 s. 2025

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

TO: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
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 **June 14, 2025, 8:00 AM to 5:00 PM** thru MS Teams https://bit.ly/Orientation_NonTeaching
2. This activity aims to familiarize newly hired non-teaching employees on personnel compensation, benefits, and other human resource actions.
3. Participants are newly hired non-teaching personnel from February 11, 2025 – June 11, 2025.
4. The list of participants, resource persons and orientation matrix are attached to this memorandum.
5. Participants to this activity shall be given 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



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ORIENTATION MATRIX

June 14, 2025

Time	Activity	Person Responsible
7:30 – 7:45	Registration	PMT
7:46 – 7:55	Program Preliminaries	AVP
7:56 – 8:00	Acknowledgement of Participants	AL FRANCIS B. MENDEZ Administrative Assistant III
8:01 – 8:10	Opening Remarks	EVA S. TOLENTINO Administrative Officer V
8:11 – 8:15	Message	CECILE C. FERRO Asst. Schools Division Superintendent OIC, Office of the Schools Division Superintendent
8:16 – 9:30	GSIS	JESSICA T. CONDENO Administrative Officer II
9:31 – 9:50	Home Development Mutual Fund (Pag-IBIG) and Philhealth	CRISTY ANN F. CARDIÑO Administrative Aide VI
9:51 – 10:20	Withholding Tax on Compensation	MARICHU P. VALEZA Senior Bookkeeper
10:21 – 11:00	Salaries & Other Benefits	DEBBIE MATIENZO Senior Bookkeeper
11:01 – 12:00	Activation of DepEd Accounts (MS 365) & Utilization of DepEd Information Systems	JENNIFER B. METICA Information Technology Officer I
LUNCH BREAK		
1:00 – 1:30	Rules on Leave & Other Human Resource Actions	MARICHELE B. LLAVE Administrative Officer IV
1:31 – 2:00	Change of Status	ANDREA T. TALLA Contract of Service
2:01 – 3:00	Division Memorandum No. 409, s. 2024	EVA S. TOLENTINO Administrative Officer V
3:01 – 3:30	Statement of Assets, Liabilities and Net Worth (SALN)	JADE T. CONCEPCION Administrative Aide VI
3:31 – 4:30	Closing Remarks	MARICHELE B. LLAVE Administrative Officer IV
AL FRANCIS B. MENDEZ Master of Ceremonies		



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LIST OF PARTICIPANTS
June 14, 2025

NO.	NAME	POSITION	SCHOOL/DISTRICT
1.	MA. DOROTHY JOY C. VEGA	ADMINISTRATIVE ASSISTANT II	AGBAN NHS
2.	LEA C. SANTELICES	ADMINISTRATIVE OFFICER I	PANDAN SCHOOL OF ARTS AND TRADES
3.	JONATHAN E. BERCES	ADMINISTRATIVE ASSISTANT II	BUGAO NATIONAL HS
4.	LORA JEAN T. AGUILAR	ADMINISTRATIVE ASSISTANT II	BARAS RDHS
5.	MICHAEL S. SUBION	ADMINISTRATIVE ASSISTANT II	CODON NHS
6.	JELYN B. SALVIDAR	ADMINISTRATIVE ASSISTANT III	CARAMORAN CES/PALUMBANES IS
7.	ROSELLE O. RAZAL	ADMINISTRATIVE ASSISTANT II	BAGAMANOC CES
8.	LANNY C. BENAVIDEZ	ADMINISTRATIVE ASSISTANT III	PANGANIBAN NHS
9.	JOAN M. FORTADES	ADMINISTRATIVE ASSISTANT II	SAN JOSE NHS
10.	BENROSEL B. TUBICE	ADMINISTRATIVE ASSISTANT III	MAYNGAWAY NHS
11.	JOAN V. EVANGELISTA	ADMINISTRATIVE ASSISTANT II	BAGAMANOC RDHS
12.	DONESSA MAE T. LUCERO	ADMINISTRATIVE ASSISTANT II	BARAS CES
13.	CHRISTINE AYNE B. DE QUIROS	ADMINISTRATIVE ASSISTANT II	OSDS-ACCOUNTING SECTION
14.	BERNADITH BIEN	ADMINISTRATIVE ASSISTANT III	CABCAB CES
15.	LIEZL S. ZUNIEGA	ADMINISTRATIVE ASSISTANT II	PANGANIBAN CES
16.	GIL FRANCIS YGUSGUIZA	ADMINISTRATIVE ASSISTANT II	AGBAN CES
17.	KRISTINE M. BRIZO	ADMINISTRATIVE ASSISTANT II	PANDAN SAT
18.	WARREN A. CAJUDAY	SECURITY GUARD II	CNHS
19.	EDDIE B. TACORDA	ADMINISTRATIVE AIDE I	SAN MIGUEL RDHS
20.	ELMO P. ANATA	SECURITY GUARD II	BATO RDHS
21.	MAURIS L. TABOR	SECURITY GUARD I	GIGMOTO RDHS
22.	CARMELO T. DE QUIROS	SECURITY GUARD I	PANDAN SAT
23.	JEAN FRANCINE A. DONCILLO	ADMINISTRATIVE ASSISTANT II	CARAMORAN CES
24.	ROMEL R. CLAVO	ADMINISTRATIVE AIDE I	BOTE IS
25.	TERENCE RAYNER M. TARROZA	SECURITY GUARD I	BARAS CES
26.	MICHAEL A. TOLLEDO	SECURITY GUARD I	VIGA CES



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27.	BRYAN CORALDE	SECURITY GUARD I	GIGMOTO CES
28.	JOENARD T. MANIBALE	ADMINISTRATIVE AIDE I	BAGAMANOC CES
29.	ELOISA DV. BORJA	ADMINISTRATIVE AIDE I	TABUGOC CES
30.	RONAMEL P. SUAISO	ADMINISTRATIVE AIDE I	GOGON ES
31.	ALFREDO Z. BAGADIONG JR.	PROJECT DEVELOPMENT OFFICER I	SGOD
32.	HEDELYN F. VALENCIA	ADMINISTRATIVE ASSISTANT II	PANGANIBAN NHS
33.	CRISTY T. FERNANDEZ	ADMINISTRATIVE ASSISTANT II	VIGA RDHS
34.	ZENETH A. SOLMIANO	SENIOR BOOKKEEPER	GIGMOTO RDHS
35.	ZIPPORAH JOY O. JOSE	ACCOUNTANT I	CNHS
36.	MARIA ANGELES T. SUAVISO	ADMINISTRATIVE ASSISTANT III	VIGA CES
37.	ROSELLE C. TELIG	ADMINISTRATIVE ASSISTANT III	PANGANIBAN CES
38.	ROSALIE R. SOLIVERES	ADMINISTRATIVE ASSISTANT III	BAGAMANOC CES
39.	JOYCE ANN T. MONDOY	ADMINISTRATIVE ASSISTANT III	TAMBONGON CES
40.	HANNAH P. MASAGCA	SENIOR BOOKKEEPER	BAGAMANOC RDHS
41.	MARIELIE ZAIDEL S. DE GUZMAN	ADMINISTRATIVE ASSISTANT II	GIGMOTO RDHS
42.	KARLO B. LAVARIAS	ADMINISTRATIVE ASSISTANT II	BUGAO CES
43.	MICHELE C. JIMENEZ	ADMINISTRATIVE ASSISTANT II	SAN ANDRES CES
44.	JOSEP S. TODOC	ADMINISTRATIVE ASSISTANT II	BOTE IS
45.	IVY S. TEMPLONUEVO	ADMINISTRATIVE ASSISTANT II	TABUGOC CES
46.	MELODY M. PELAGIO	ADMINISTRATIVE ASSISTANT II	BUGAO CES
47.	JAY-R D. VARGAS	ADMINISTRATIVE ASSISTANT II	BARAS RDHS
48.	GENELYN D. DOMINGO	ADMINISTRATIVE ASSISTANT II	PANDAN SAT
49.	MIA I. RODRIGUEZ	ADMINISTRATIVE ASSISTANT I	OSDS-BUDGET SECTION
50.	JOAN S. MASAGCA	ADMINISTRATIVE AIDE VI	OSDS-CASH SECTION
51.	SANDRINE A. TABUZO	ADMINISTRATIVE AIDE VI	CID
52.	JOY B. SAN ROQUE	ADMINISTRATIVE AIDE IV	SAN ANDRES VS
53.	LEROY B. MARINO	ADMINISTRATIVE AIDE I	GIGMOTO RDHS
54.	ELIEZER R. VARGAS	ADMINISTRATIVE AIDE I	TUCAO-MAYSURAM ES