



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 13, 2025

DIVISION MEMORANDUM

No. 507 s. 2025

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 505 s. 2025
RE: ORIENTATION ON PERSONNEL COMPENSATION, BENEFITS AND OTHER
RELATED HUMAN RESOURCE ACTIONS FOR NEWLY HIRED NON-TEACHING
PERSONNEL**

TO: OIC-Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 505 s. 2025 titled: "Orientation on Personnel Compensation, Benefits and Other Related Human Resource Actions for Newly Hired Non-Teaching Personnel." Please be informed of the correction in time schedule and additional resource person in the Orientation Matrix.

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	DEBBY MATIENZO Senior Bookkeeper
11:01 – 12:00	Rules on Leave & Other Human Resource Actions	MARICHELE B. LLAVE Administrative Officer IV
LUNCH BREAK		
1:00 – 1:45	Monetization of Leave Credits	ANGELO JAMES O. AGUINALDE Accountant III
1:46 – 2:00	Change of Status	ANDREA T. TALLA Contract of Service
2:01 – 3:00	Activation of DepEd Accounts (MS 365) & Utilization of DepEd Information Systems	JENNIFER B. METICA Information Technology Officer I
3:00 – 3:45	Division Memorandum No. 409, s. 2024	EVA S. TOLENTINO Administrative Officer V
3:46 – 4:30	Statement of Assets, Liabilities and Net Worth (SALN)	JADE T. CONCEPCION Administrative Aide VI



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4:30 – 4:45	Closing Remarks	MARICHELLE B. LLAVE Administrative Officer IV
AL FRANCIS B. MENDEZ Master of Ceremonies		

2. Other provisions stated in the Division Memorandum No. 505 s. 2025 shall remain in effect.
3. For information and guidance.


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



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