

OFFICE DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
BY: [Signature]
DATE: 02 DEC 2022 TIME: 16:01


01 December 2022

DIVISION MEMORANDUM
No. 165 s. 2022

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 Human Resource Management Office will conduct an Orientation on Personnel Compensation, Benefits and Other Related Human Resource Actions on December 3, 2022, 8AM to 5PM via Google Meet through the link- **bit.ly/OPCBORHRA22**.
2. This activity aims to:
 - a) Familiarize teaching personnel on personnel compensation, benefits, and other human resource actions;
 - b) Strengthen awareness on RA 6713 known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," among personnel.
3. Participants are newly hired teaching and non-teaching personnel from August 22, 2022 to December 1, 2022.
4. Participants and Human Resource Management Office staff involved to this activity shall be given a one (1) day service credits/compensatory overtime credit pursuant to DepEd Order No. 53, s. 2003 and CSC DBM Joint Circular No. 2, s. 2004.
5. For information, guidance and compliance.


SUSAN S. COLLANO
Schools Division Superintendent

Encls:
As stated
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS EMPLOYEES
ORIENTATION

**ORIENTATION ON PERSONNEL COMPENSATION, BENEFITS AND OTHER HUMAN
RESOURCE ACTIONS FOR NEWLY HIRED TEACHING
AND NON-TEACHING PERSONNEL
December 3, 2022**

TIME	Activity	Person-In-Charge
7:30-8:00	Registration	
8:00 – 8:15	Program Preliminaries Philippine National Anthem Opening Prayer	AVP
8:15-8:19	Acknowledgement of the Participants	MILLIAN APRHYL C. CABRERA Administrative Aide VI
8:19-8:26	Opening Remarks	MA. LUISA T. DELA ROSA Asst. Schools Division Superintendent
8:26-8:31	Message	SUSAN S. COLLANO Schools Division Superintendent
8:31-9:31	RA 6713- Code of Conduct & Ethical Standards for Public Officials and Employees	NORLITO JR. P. AGUNDAY Attorney III
9:31-10:15	GSIS	LINDA A. ICARANOM Administrative Assistant III
10:15-10:45	Home Development Mutual Fund (Pag-Ibig)	JANNETTE M. MARQUEZ Administrative Assistant III
10:45-11:15	PhilHealth	JEAN FLOR A. CESTINA Administrative Assistant III
11:15-12:00	Leave Laws	MARK LESTER V. URBANO Administrative Officer II
LUNCH BREAK		
1:00-2:30	Compensation & Benefits	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
2:30-3:30	Withholding Tax	ANGELO JAMES O. AGUINALDE Accountant III
3:30-4:00	Other Human Resource Actions	MARICHELE B. LLAVE Administrative Officer IV
4:00-4:30	Statement of Assets, Liabilities and Net worth (SALN)	JESSICA D. TALION Administrative Assistant III
4:30-5:00	Closing Remarks	EVA S. TOLENTINO Administrative Officer V
MILLIAN APRHYL C. CABRERA Master of Ceremonies		

LIST OF PARTICIPANTS

No	NAME	POSITION TITLE	DATE OF APPOINTMENT
1	RICHELLE V. CAPISTRANO	TEACHER I	AUGUST 22, 2022
2	PAULO A. VERGARA	TEACHER I	AUGUST 22, 2022
3	JOYCE BERNADETH A. BERMEJO	TEACHER I	AUGUST 22, 2022
4	NANCY D. ABEJO	TEACHER I	AUGUST 22, 2022
5	ANGELA OSITA C. DEL BARRIO	TEACHER I	AUGUST 22, 2022
6	SARAH JANE D. SEÑA	TEACHER I	AUGUST 22, 2022
7	JENNELYN P. TABOR	TEACHER I	AUGUST 22, 2022
8	ANNABEL S. JIMENEZ	TEACHER I	AUGUST 22, 2022
9	GINALYN F. DYANGCO	TEACHER I	AUGUST 22, 2022
10	LIEZEL N. COLIS	TEACHER I	AUGUST 22, 2022
11	ERIKA SHYNNE T. BENES	TEACHER I	AUGUST 22, 2022
12	DONNA MARIE T. DAGOHOY	TEACHER I	AUGUST 22, 2022
13	SHIERYL R. AVILA	TEACHER I	AUGUST 22, 2022
14	MARY JEAN G. PALMA	TEACHER I	AUGUST 22, 2022
15	JORY MAE O. NEPOMUCENO	TEACHER I	AUGUST 22, 2022
16	JAMELA T. VILLAREY	TEACHER I	AUGUST 22, 2022
17	SHERELYN B. VARGAS	TEACHER I	AUGUST 22, 2022
18	ANNIE ROSE S. DORADO	TEACHER I	AUGUST 22, 2022
19	MONICK R. BEO	TEACHER I	AUGUST 22, 2022
20	JEFFREY S. TAÑON	TEACHER I	AUGUST 22, 2022
21	PRINCESS SHARA MAY C. SORRA	TEACHER I	AUGUST 22, 2022
22	CHRISTIAN V. SOLIVERES	TEACHER I	AUGUST 22, 2022
23	JOHANNA C. IBAYAN	TEACHER I	AUGUST 22, 2022
24	SALVACION B. VARGAS	TEACHER I	AUGUST 22, 2022
25	TERRY ANTONETTE V. BONAYON	TEACHER I	AUGUST 22, 2022
26	MARY GRACE T. BERNAL	TEACHER I	AUGUST 22, 2022
27	CIELO B. TABILOG	TEACHER I	AUGUST 22, 2022
28	FRANKIE T. TEVAR	TEACHER I	AUGUST 22, 2022
29	SHYRA-MAE T. MARTIREZ	TEACHER I	AUGUST 22, 2022
30	RUBINA C. SUMALDE	TEACHER I	AUGUST 22, 2022
31	MA. CRISTANA Z. LAPAZARAN	TEACHER I	AUGUST 24, 2022
32	MARICON A. MONJARDIN	TEACHER I	AUGUST 30, 2022
33	HARVEY V. TORRECAMPO	TEACHER I	AUGUST 30, 2022
34	DONNA T. PORTADES	SPECIAL SCIENCE TEACHER I	SEPTEMBER 1, 2022
35	MARIA CRISTINA B. TORRECAMPO	TEACHER I	OCTOBER 3, 2022
36	NOEME B. OBILLO	TEACHER I	OCTOBER 3, 2022
37	CHRISTY F. CIPRIANO	TEACHER I	OCTOBER 3, 2022
38	SHYDEL P. DELOS REYES	TEACHER I	OCTOBER 3, 2022
39	SHARI MAE T. DELA CRUZ	TEACHER I	OCTOBER 3, 2022
40	DANICA L. ALFARO	TEACHER I	OCTOBER 3, 2022
41	MARIA JESSICA B. BENAVIDEZ	TEACHER I	OCTOBER 3, 2022
42	ELAINE V. URBANO	TEACHER I	OCTOBER 3, 2022
43	LEOVINA P. SAMONTE JRA.	TEACHER I	OCTOBER 3, 2022
44	ELI M. RODRIGUEZ JR.	TEACHER I	OCTOBER 03, 2022
45	JANSEN D. CANLAS	TEACHER I	OCTOBER 03, 2022
46	WENNILYN J. SACRIS	TEACHER I	OCTOBER 03, 2022
47	GARYLIN T. VALENZUELA	TEACHER I	OCTOBER 03, 2022
48	MARK EFREN S. TAYAS	TEACHER I	OCTOBER 03, 2022
49	EDEN JOY L. ROJAS	TEACHER I	OCTOBER 03, 2022
50	MARK AARON G. TAMUNDONG	TEACHER I	OCTOBER 03, 2022
51	MIA MARIE D. VICENTE	ADMINISTRATIVE AIDE I	NOVEMBER 3, 2022
52	JONNA MARIE T. TERNIDA	TEACHER I	NOVEMBER 9, 2022
53	PETER PAUL TALLER. SAMAR	TEACHER II	NOVEMBER 7, 2022
54	ROCEL MAE LAGUARDIA GAMBA	TEACHER II	NOVEMBER 7, 2022
55	NUR JOHN BONIFACIO LANON	TEACHER II	NOVEMBER 7, 2022
56	ROBERTO REALOSA CONDINO	TEACHER II	NOVEMBER 14, 2022
57	MILDRED MOLINA. BORBE	TEACHER II	NOVEMBER 7, 2022
58	DARIUS TUAZON PADILLA	TEACHER I	NOVEMBER 7, 2022
59	SARAH JANE SOLSONA ALMARIO	TEACHER I	NOVEMBER 10, 2022
60	ANNIE JANE (N/A) SAMAR	TEACHER I	NOVEMBER 7, 2022
61	NIÑA RICA ZAPE PARILLA	TEACHER I	NOVEMBER 7, 2022
62	ROSARIO REPATAKUDO MALLARI	TEACHER I	NOVEMBER 7, 2022
63	MYRA O. GURROBAT	TEACHER I	OCTOBER 5, 2022
64	YSRAEL M. PIÑERA	ADMINISTRATIVE AIDE I	NOVEMBER 21, 2022
65	JENALYN O. SALVADOR	TEACHER I	