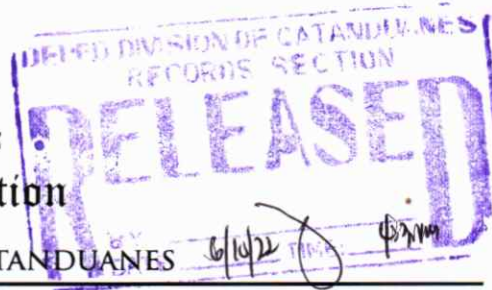




Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 9, 2022

MEMORANDUM TO:  
OSDS-UM-06-09-22/mbl

NAOMI C. SANTELICES, AO II, Bato West District  
ANNIE GEISHA B. MATIENZO, AO II, Virac North District  
CHANDA L. SOLIVERES, AO II, San Andres East District  
FATIMA F. JOSON, AO II, Virac South District  
RIZZA MAE B. ALCANTARA, AO II, Bato East District  
VILMA S. BENAVIDEZ, AO II, San Andres West District  
DEBBIE B. GO, AO II, San Andres West District  
(Thru the PSDS and School Head)

You are advised to report to SDO-Human Resource Management Office from **June 14 -June 30, 2022** to update your respective districts' service credits and leave balances, prepare Form-7 (Monthly Payroll Worksheet), and assist in the preparation of evidence requirements and other PRIME-HRM related concerns.

For guidance and compliance.

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the School Division Superintendent

