



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

10 January 2024

DIVISION MEMORANDUM
No. 04 s. 2024

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

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary & 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 January 13, 2024, 7:30AM to 5PM via Microsoft Teams through the link <https://bit.ly/OLO24->

2. This activity aims to:

- Familiarize the participants on personnel compensation, benefits, and other human resource actions;
- Strengthen awareness on RA 6713 known as the "Code of Conduct and Ethical Standards for Public Officials and Employees and Data Privacy Act among personnel.

3. Participants are Teacher I, Teacher II and SPET I hired from December 2022 to January 2024.

4. Personnel involve 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.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

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

BENEFITS EMPLOYEES
ORIENTATION

MBL/Orientation on Personnel Compensation.....
002/January 10, 2024



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**Participants on the Orientation on Personnel Compensation, Benefits
and Other Related Human Resource Actions for Newly Hired Teaching Personnel**

No.	NAME	POSITION	DISTRICT
1	Ana May C. Teleg	Teacher I	Agban NHS
2	Ma. Regine M. Rojas	Teacher I	Baras RDHS
3	Reynold T. Tarnate	Teacher I	Caramoran RDHS
4	Rose Ann I. Teleb	Teacher I	Panganiban NHS
5	Jenny Rose T. Quirino	Teacher I	Bagamanoc RDHS
6	Jeny S. Magallanes	Teacher I	Supang Datag NHS
7	Marybel S. Padayao	Teacher I	Caramoran RDHS
8	Mark Andrew M. Pascua	Teacher I	Gigmoto RDHS
9	Karmela I. Del Rosario	Teacher I	Codon NHS
10	Khristine Kate Mendez	Teacher I	Tinago NHS
11	Laarni A. Dolores	Teacher I	PSAT
12	Vanessa Jane C. Sarmiento	Teacher I	PSAT
13	Jessa C. Urbano	Teacher I	PSAT
14	Lyka A. Valeza	Teacher I	Bagamanoc RDHS
15	Dizza T. Tumampil	Teacher I	Bagamanoc South
16	Francis Mae T. Tomanog	Teacher I	Viga West
17	Lyka B. Llabres	Teacher I	Antipolo NHS
18	Mabeth T. Bernal	Teacher I	Bugao NHS
19	Aaron T. Valeza	Teacher I	Cabugao IS
20	Julie E. Tuboro	Teacher I	Caramoran SF
21	Alleja T. Rodulfo	Teacher I	Tabugoc NHS
22	Lito T. Seña	Teacher I	Caramoran RDHS
23	Maria Francia E. Ledda	Teacher I	Dariao NHS
24	Michelle P. Tapel	Teacher I	PSAT
25	Mary Joan S. Talan	Teacher I	Catanduanes NHS
26	William Patrick D. Romero	Teacher I	Caramoran RDHS
27	Herbert O. Talion	Teacher I	Caramoran SF
28	Jaimelyn M. Tanael	Teacher I	Bato East
29	Eduardo B. Villarey	Teacher I	Pandan East
30	Joanah Imee T. Magtagnob	Teacher I	Virac North
31	Ma. Jaisa P. Suaiso	Teacher I	San Andres East
32	Glydel Tabilog	Teacher I	Virac South
33	Edelyn A. Valeza	Teacher I	Virac North
34	Lea Camile M. Coronado	Teacher I	Virac South
35	Annie Lyn S. Tapel	Teacher I	Virac South
36	Rowena Jaira B. Lumbao	Teacher I	Virac South
37	Michelle M. Chavez	Teacher I	Virac North
38	Venus Obo	Teacher I	Panganiban NHS
39	Lynn S. Manlangit	Teacher I	San Andres West
40	Meljane F. Gianan	Teacher I	San Andres West
41	Janine A. Isorena	Teacher I	Pandan West
42	Julius O. Palomer	Teacher I	Viga East
43	Judith R. Ubalde	Teacher II	Buyo IS
44	Michael S. Oclarino	Teacher I	Tinago NHS
45	Charina V. Tayamora	Teacher I	Viga West

46	Alvin V. Bernardo	Teacher I	Pandan West
47	Nicholo Paulo D. San Juan	Teacher I	Pandan West
48	Immaculate Ann A. Gualberto	Teacher I	Sicmil IS
49	Quencee A. Lumbao	Teacher I	Panganiban NHS
50	Rica Mae Z. Timbal	Teacher I	Antipolo NHS
51	Charlyn T. Gelito	Teacher I	San Miguel RDHS
52	Marbert S. Ogena	Teacher I	Panganiban NHS
53	Lorrieanne O. Gianan	Teacher I	Panganiban NHS
54	Liezl R. Toron	Teacher I	Viga RDHS
55	Ronald A. Sarmiento	Teacher II	Catanduanes NHS
56	Lovely R. Balamban	Teacher I	PSAT
57	Ellen Joy O. Santos	Teacher I	Caramoran RDHS
58	Marlon P. Gianan	Teacher I	Milaviga IS
59	Francis R. Somido	Teacher I	SAVS
60	Sheryl V. Fernandez	Teacher I	Bagamanoc North
61	Coglen M. Doran	Teacher I	Baras South
62	Jennifer I. Sebeniano	Teacher I	Pandan West
63	Wirlyn D. Tumanlao	Teacher I	Pandan West
64	Hazel Eionne Sumulat	Teacher I	Bato West
65	Maria Cristina L. Castor	Teacher I	San Andres West
66	Jeizel F. Icaro	Teacher I	Tambongon NHS
67	Francis Nikko C. Espinosa	Teacher I	Virac North
68	Lehb G. Soriao	Teacher I	Dariao NHS
69	Rachelle C. Vargas	Teacher I	Magnesia NHS
70	Rizanel S. Arleta	Teacher I	San Andres West
71	Kimberly May S. Ogena	Teacher I	Viga West
72	Diana Jane Manlangit	Teacher I	Bato West
73	Lennie C. Tablizo	Teacher I	San Andres West
74	Aila R. Pajo	Teacher I	Tabungon NHS
75	Gracefher C. Tajan	Teacher I	San Miguel North
76	Christine Joy P. Solsona	Teacher I	Virac North
77	Noemi P. Fernandez	Teacher I	Hawan NHS
78	Neginn T. Rances	Teacher I	Catanduanes NHS
79	Jonn Vallespin	Teacher I	Bato RDHS
80	Rachelle Domingo	Teacher I	Palumbanes IS
81	Reywell MC. Jay Daujie	Teacher I	Tabugoc NHS
82	Beverly A. Temena	Teacher I	Bato East
83	Rhona A. Teves	Teacher I	Baras South
84	Rachelle M. Cajuday	Teacher I	Virac North
85	Rodelyn T. Tenerife	Teacher I	San Miguel North
86	Manilyn S. Lopez	Teacher I	Caramoran South
87	Jonalyn V. Tubolto	Teacher I	Viga West
88	Gemmaly S. Obogne	Teacher I	Panganiban
89	Raymond T. Ternida	Teacher I	Baras North
90	Maria Theresa F. Tolledo	Teacher I	Gigmoto
91	Rose Ann M. Tolentino	Teacher I	Virac South
92	Renalyn P. Tutanes	Teacher I	Bagamanoc South
93	Maria Joliena P. Camacho	Teacher I	Virac North
94	Lovely T. Briza	Teacher I	Pagsangahan IS
95	Michael S. Oclarino	Teacher I	Tinago NHS

96	Renemar B. Perena	Teacher I	Caramoran RDHS
97	Mark Q. Magno	Teacher I	San Jose NHS
98	Omar G. Bonaobra	Teacher I	PSAT
99	Jovelle M. Omadto	Teacher I	Supang Datag NHS
100	Mark Jeovs T. Tugano	Teacher I	Baras RDHS
101	Gilbert D. Lerico	Teacher I	Viga RDHS
102	Francis C. Escarda	Teacher I	Caramoran SF
103	Pamela Joy R. Arcilla	Teacher I	Virac North
104	Judy T. Bayaban	Teacher I	Viga East
105	Edzel D. Penarada	Teacher I	Barihay ES
106	Sheralyn T. De Leon	Teacher I	Gigmoto
107	Mary Rose R. Aguilar	Teacher I	Virac North
108	Melba G. Olido	Teacher I	San Andres West
109	Kathlinee T. Bautista	SPET I	Pandan West
110	Lorraine SG. Frias	Teacher I	San Vicente NHS
111	Kaiser Josh V. Lonosa	Teacher I	Milaviga IS
112	Sharina O. Sorra	Teacher I	PSAT
113	Daniel R. Tuyam	Teacher I	Agban NHS
114	Neriza L. Tarala	Teacher I	Panganiban NHS
115	Merly S. Abayon	Teacher I	Virac South
116	Marian M. Tresvalles	Teacher I	Viga East
117	Cherry Mae R. Benavidez	Teacher I	Virac South
118	Tricia Nicole B. Manlangit	Teacher I	San Andres West
119	Myra B. Solano	Teacher I	San Andres West
120	Melchor D. Domingo	Teacher I	Caramoran North
121	Nikki T. Vargas	SPET I	Pandan West
122	Nikka Joy T. Rojas	Teacher I	Bato East
123	Leo T. Tatel Jr.	Teacher I	Caramoran North
124	Elmar D. Eustaquio	Teacher I	Caramoran South
125	Placido C. Villarey Jr.	Teacher I	Pandan East
126	April Joy A. Bamiano	Teacher I	Viga West
127	Lolit T. Benavidez	Teacher I	CNHS
128	Rosette H. Tabuzo	Teacher I	Mayngaway NHS

**ORIENTATION ON PERSONNEL COMPENSATION, BENEFITS AND OTHER HUMAN
RESOURCE ACTIONS FOR NEWLY HIRED TEACHING PERSONNEL via MICROSOFT TEAMS
January 13, 2024**

TIME	Activity	In-charge/Presenter
7:30-7:45	Registration	
7:45- 7:50	Program Preliminaries Philippine National Anthem Opening Prayer	AVP
7:50-8:00	Acknowledgement of the Participants	JANNETTE S. MARQUEZ Administrative Assistant III
8:00-8:10	Opening Remarks	EVA S. TOLENTINO Administrative Officer V
8:10-8:15	Message	SOCORRO V. DELA ROSA Schools Division Superintendent
8:15-9:30	RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) & RA 10137 (Data Privacy Act of 2012)	NORLITO JR. P. AGUNDAY Attorney III
9:30-9:50	GSIS	JESSICA D. TALION Administrative Assistant III
9:50-10:10	Home Development Mutual Fund (Pag-Ibig)	MA. DOLORES T. CERDON Administrative Officer II
10:10-10:30	PhilHealth	JEANFLOR Q. CESTINA Administrative Assistant III
10:30-11:00	Withholding Tax on Compensation	ANGELO JAMES O. AGUINALDE Accountant III
11:00-11:30	Salaries & Other Benefits	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
11:30-12:00	Step Increment	SARAH KAY B. SARMIENTO 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
1:30-2:30	Rules on Leave & Other Human Resource Actions	MARICHELLE B. LLAVE Administrative Officer IV
2:30-3:00	Reclassification through Equivalent Record Form (ERF)	JONAH ANN M. VALENZUELA Administrative Officer II
3:00-3:30	Travel Abroad and Filling Out of Personal Data Sheet	MILLIAN APRHYL C. CABRERA Administrative Aide VI
3:30-3:50	Change of Status	DAVIELYN PHAMAE R. TEVES, JO
3:50-4:10	Statement of Assets, Liabilities and Net worth (SALN)	LYN ANTONETTE C. TEDERA Administrative Aide VI
4:10-5:00	Institutionalization of Gender & Development	MARK LESTER V. URBANO Administrative Officer II
5:00-5:05	Closing Remarks	MA. LUISA T. DELA ROSA Asst. Schools Division Superintendent
MA. CARISSA M. GUERRERO Master of Ceremonies		