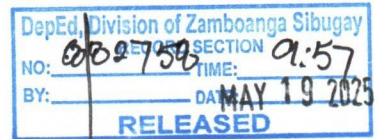




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



March 31, 2025

OFFICE MEMORANDUM

NO. 007, s. 2025

TO: **GRACE R. JUGNO – AO V**
PERSONNEL OFFICE STAFF
This Division

FROM: **VIRGILIO P. BATAN JR., CESO V**
Schools Division Superintendent

1. In view of the full implementation of the payroll downloading in the Division Office and considering the volume of workloads to be undertaken due to the increasing number of personnel in the entire Division of Zamboanga Sibugay, the volume and the Reclassification of documents to be processed to meet the deadline, and the processing of vacant items in preparation for the transition to career progression, you are hereby directed to render overtime work during Saturdays, Sundays, Holidays and after office hours effective April 1 to June 30, 2025.
2. You shall perform the following duties and responsibilities attached to your respective names found in the separate sheet.
3. You are also directed to submit your regular output at every end of the month to support your claim for Compensatory Overtime Credits (COC)s or overtime pay whichever is applicable at the time of claim pursuant to CSC-DBM JC No. 02, s 2015 and subject to the usual accounting, budgeting and auditing rules and regulations.
4. For compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

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Duties and Responsibilities:

Grace R. Jugno – AO V

- ❖ Supervise the conduct of overtime work of the personnel identified to render overtime service.
- ❖ Provide technical assistance before and during the conduct of overtime service on workloads undertaken.
- ❖ Review the outputs/reports/payroll and affix signature.

Renz Roy A. Ramos – AO IV

1. Lead, supervise and participate in the following:
 - Updating of 201 Files
 - Processing in the Recruitment, Selection of Teaching, Non-Teaching and Related Teaching
 - Processing, pre auditing of salaries and benefits of teachers to include reports on deduction for inclusion in the monthly payroll

Rommel L. Gustilo

- a. For PSB, evaluate documentary requirements submitted by the applicants during the recruitment period.
- b. For PSB, prepare, conduct, evaluate, the skills assessment of applicants during the recruitment period.
- c. Evaluate and Process employee salary step increment applications.
- d. Monitor and Update Personnel Section Online and other Social Media outlets.
- e. Prepare Notice of Personnel Movement for salary step increment.

Rosalie F. San Diego – AO II

- a. For PSB, evaluate documentary requirements submitted by the applicants.
- b. For PSB, facilitate and assist the conduct of BEI, Open ranking, written and skills exam of the applicants.
- c. Reconcile Service Record (SR) vs Unremitted Premium Remittances (UPR).

Joshua Marco A. Bucayan – AO II

- a. For PSB, evaluate documentary requirements submitted by the applicants.
- b. For PSB, consolidate and prepare Initial Evaluation Results (IER).
- c. For PSB, prepare the venue and necessary documents needed for assessment and interview of applicants.
- d. To prepare and process payrolls for payment of salaries & benefits of Elementary School Teachers, substitute teachers and other personnel of this Division, including evaluation of documentary requirements.
- e. Process Madrasah Education Program Salaries, School Hardship Allowance and Proportional Vacation Pay.



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Ivy E. Advento – AO II

- a. For PSB, evaluate documentary requirements submitted by the applicants.
- b. For PSB, consolidate and prepare Initial Evaluation Results (IER).
- c. For PSB, prepare the ranking results.
- d. For PSB, facilitate and assist the conduct of BEI, Open ranking, written and skills exam of the applicants.
- e. For Salary Differential (Secondary) – Check documents submitted and prepare payroll for processing.
- f. Verify and act on all GSIS loan applications.

Jocelyn E. La Plana – ADAS III

- a. To prepare and process payrolls for payment of salaries and other emoluments of Elementary Grade Teachers and other personnel of this Division;
- b. To update/encode deductions and master files record of EGT and other personnel of this Division;
- c. To update/encode Pag-ibig MID and GSIS policy and Business Partners Numbers and reconcile their records against DepED Master File;
- d. To prepare a summary of monthly remittances for insurances, cooperatives and private lending institutions for both secondary and elementary grade teachers and other personnel of this Division;
- e. To prepare Remittance File for Mandatory Remittances of GSIS, Pag-ibig and Philhealth.

Evelylene A. Alaro – ADAS III

- a. For Elementary Verifier- On a first come, first served basis, act on all e-mailed requests for net take-home pay (NTHP) verification received from SDO Sibugay personnel requesting for verification for their own APDS transactions, as indicated by the e-mail address used by the sender;
- b. Record information on applications of loans for PLI's, Cooperatives and Insurances;
- c. Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings;
- d. Submit to the Regional Finance Division the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.)

Percival J. Caday – ADAS III

- a. To prepare and process payrolls for payment of salaries and other emoluments of Secondary School Teachers and other personnel of this Division;
- b. To update/encode deductions and master files record of SST and other personnel of this Division;
- c. To update/encode Pag-ibig MID and GSIS policy and Business Partners Numbers and reconcile their records against DepED Master File;



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- d. To print monthly the Form 7, Payroll, Abstract of Remittances, and Payslip;
- e. To sort monthly the Form 7, Payroll, Abstract of Remittances, and Payslip;

Ma. Rabie R. Garbo – ADAS III

- a. For Secondary Verifier- On a first come, first served basis, act on all e-mailed requests for net take-home pay (NTHP) verification received from SDO Sibugay personnel requesting verification for their own APDS transactions, as indicated by the e-mail address used by the sender;
- b. Record information on applications of loans for PLI's, Cooperatives and Insurances;
- c. Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings.
- d. Submit to the Regional Finance Division the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.)
- e. Checking and monitoring the submissions of NOSA.
- f. Releasing of payroll/pay slip/form 7.

Julius Romeo U. Dy – ADAS III

- a. Prepare publication of vacant/unfilled items for teaching, related teaching & non-teaching positions in both elementary and secondary level.
- g. Prepare assignment order & Memorandum to comply for all newly hired & promoted personnel of SDO Zamboanga Sibugay.
- h. Scrutinize & check the authenticity & veracity of documents for Appointment
- i. Prepares Appointments for all appointed appointees.
- j. Processes all natural vacancy appointments.
- k. Monthly updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP) - DBM

Clint Daryll F. Dumajel – ADAS III

- a. Prepare Plantilla Allocation List for Approved ERF & Reclass.
- b. Evaluate Head Teacher Applications.
- c. Prepare Budget Request for Reclassifications.
- d. Prepare Evaluation Sheet for Approved Head Teacher Applications for PAL attachment.

Al James D. Tolorio – ADAS III

- a. To prepare and process payrolls for payment of salaries and other emoluments of Secondary School Teachers and other personnel of this Division;
- b. Update 201 Masterlist (OLD & NEW); Sort 201 Files for Secondary & Elementary

Artchie R. Balbastro – ADAS III

- a. Update/encode the status & checklist for monitoring of DTR and FORM 7 summary report for DO personnel.



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- b. Update/encode personnel information to EPRS relative to the processing of Philhealth monthly remittance.
- c. For PSB, checking of applicant's skills assessment.
- d. Releasing of payroll/pay slip/form 7.

Arnold M. Bandojo – ADA VI

- a. Prepare Plantilla Allocation List for Conversion & Reclass.
- b. Evaluate Teacher II and III ERF Applications.
- c. Evaluate Conversion(Master Teachers) Applications.
- d. Evaluate Reclass(Principal) Applications.

Rowena M. Custudio – ADA IV

- a. Evaluate Head Teacher (Head Teacher II and up) Applications.
- b. Evaluate and compute Terminal Leave Benefits(TLB) of retirees.

Approved by:


VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent