



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 20, 2020

OFFICE MEMORANDUM

No. **284**, s. 2020

To: **Ms. EVA D. ROSALES**, Administrative Officer V
Ms. CHONA O. ZABALA, Administrative Officer IV
Ms. WEDLYN P. ABALORIO, Teacher Credentials Evaluator II
Mr. NERIO CLENTON R. AREGLADO, Administrative Officer II
Ms. JANICE C. DELOPERE, Administrative Officer II
Ms. MARIA EVA A. CEZAR, Administrative Assistant II
Mr. BIENVENIDO U. SUMAPIG, Administrative Assistant II
Ms. MARIANNE FE. B. MARTINEZ, Administrative Assistant I
Mr. JOSE H. BUSTAMANTE, Administrative Aide III
Ms. ED KATHELEN Q. GARCIA, Contract of Service Employee
Ms. REMEDIOS L. ALEJANDRO, Administrative Assistant V
Ms. MARIA CYNTHIA A. TUAZON, Administrative Assistant II
Ms. NENITA D. MALQUISTO, Administrative Aide VI
Ms. FERNANDA L. DELA CRUZ, Administrative Aide VI
Ms. JUDITHA P. ANTIDO, Administrative Aide VI
Ms. MILGRACE A. GADDI, Administrative Aide VI
Mr. JOSELITO E. ENRIQUEZ, Administrative Aide VI
Mr. REGIN T. VIRTUDES, Administrative Aide III

**REVISED DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION - PERSONNEL SECTION
EMPLOYEES**

1. Due to the addition of new employees in the Administrative Division - Personnel Section, the duties and functions are hereby revised. (Please see attached list).
2. Other provisions stipulated in the Office Memorandum No. OM-2020-020 are still in effect.
3. For information and compliance.

AD-PS-COZ


RAMIR B. UYICO EdD, CESO IV

Director IV 



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**REVISED DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION - PERSONNEL
SECTION EMPLOYEES**

NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION
1.	Hiring Process	Wedlyn P. Abalorio/Chona O. Zabala	2 months	Approved Appointment
2.	Application for Retirement/Survivorship/Disability Benefit Processes	All Personnel Section Staffs	2 hours	Approved Indorsement to GSIS
3.	Request for Transfer of Station Process	All Personnel Section Staffs	3 days	Approved Endorsement / Letter to SDO/RO Concerned Personnel
4.	Realignment of Item Process	All Personnel Section Staffs	3 days	Approved Endorsement / Letter to DBM
5.	Application for Permit to Teach	All Personnel Section Staffs	3 days	Approved Indorsement / Letter to SDO/RO Concerned Personnel
6.	Application for Permit to Study Process	All Personnel Section Staffs	3 days	Approved Indorsement / Letter to SDO/RO Concerned Personnel
7.	Application for Permit to Travel Abroad on Official Business or Official Time Process	All Personnel Section Staffs	7 days	Approved Indorsement / Letter to CO
8.	Application for Permit to Travel on Personal Business Process	All Personnel Section Staffs	7 days	Approved Indorsement / Letter to CO
9.	Reclassification of Teaching Position Process	All Personnel Section Staffs assigned by SDOs	7 days	Approved Indorsement / Letter to DBM
10.	Reclassification of School Head Position Process	All Personnel Section Staffs assigned by SDOs	5 days	Approved Indorsement / Letter to DBM
11.	Upgrading of Record Thru Equivalent Record Form (ERF) Process	All Personnel Section Staffs assigned by SDOs	5 days	Approved Indorsement / Letter to DBM
12.	Conversion of Item Process	All Personnel Section Staffs	3 days	Approved Indorsement / Letter to DBM
13.	Authority to Travel Outside Region VIII (Travel Order Process)	Ed Kathelen Q. Garcia / Janice C. Delopere	3 days	Electronic Logsheet of Travel Order
14.	Application for Study Leave Process	All Personnel Section Staffs	3 days	Approved Indorsement Letter from

				SDO/RO Concerned Personnel
15.	Application for Leave of Absence (Form 6)	Chona O. Zabala / Marianne Fe B. Martinez / Bienvenido U. Sumapig	3 days	Electronic Logsheets of Form 6 for SDS / ASDS; Copy of Form 6 for RO Employees
16.	Issuance of Certificate of Appearance	Mercedes D. Sarmiento/Eva D. Rosales	30 minutes	Logsheets for CA
17.	Signing of Philhealth Form	Mercedes D. Sarmiento/Elizabeth E. Caboboy/Eva D. Rosales	30 minutes	Logsheets for Philhealth
18.	Confirmation of GSIS Loan Process	Eva D. Rosales/Elizabeth E. Caboboy	30 minutes	Report on Confirmed Loan
19.	Provident Fund Loan Application for Regional Office Employee Process	Ed Kathelen Q. Garcia/Janice C. Delopere	3 days	Record of Voucher to FD
20.	Provident Fund Loan for Schools Division Employees Process	Ed Kathelen Q. Garcia/Janice C. Delopere	3 days	Approved Indorsement to SDO
21.	Issuance of Service Records Process	Janice C. Delopere/Marianne Fe B. Martinez	3 days	Signed Service Record
22.	Issuance of Certification for Various Purposes	Janice C. Delopere/Marianne Fe B. Martinez	2 days	Signed Certification for Various Purposes
23.	Issuance of Notice of Salary Adjustment (NOSA) Process	Wedlyn P. Abalorio/Janice C. Delopere	2 weeks	Approved NOSA
24.	Grant of Certificate for Compensatory Overtime Credit (COC) Process	Wedlyn P. Abalorio/Chona O. Zabala	3 days	Approved COC
26.	Issuance of Notice of Step Increment (NOSI) Process	Janice C. Delopere/Wedlyn P. Abalorio	5 days	Approved NOSI
27.	Grant of Loyalty Benefit Process	Janice C. Delopere/Marianne Fe B. Martinez	2 weeks	Approved Loyalty Matrix and Record of Voucher to FD
28.	Application for Monetization of Leave Credits Process	Marianne Fe B. Martinez/Bienvenido U. Sumapig	30 days	Approved Form 6 and Record of Payroll to FD
29.	Preparation of Agency Remittance Advice (ARA) Process	Eva D. Rosales/Chona O. Zabala	30 days	Uploaded ARA to GSIS Website
30.	Online Updating of Personnel Service Itemization and Plantilla of Personnel (PSIPOP) Process	Eva D. Rosales/Nerio Clenton R. Areglado	30 days	Online PSIPOP
31.	Updating of Bureau of Internal Revenue (BIR) Exemption Process	Marianne Fe B. Martinez/Bienvenido U. Sumapig	3 days	Letter to BIR

32.	Updating of Human Resource Development Information System (HRDIS) Process	Janice C. Delopere/Wedlyn P. Abalorio	Within 2 weeks from the date of change	Updated HRDIS
33.	Career Executive Service Performance Evaluation System (CESPES) Process	Eva D. Rosales/Wedlyn P. Abalorio	Every 3 rd Quarter of the Year or as required by CO / CESB	Online Update of Ratee Information
34.	Posting of Philhealth Payment Online Process	Eva D. Rosales/Chona O. Zabala	Every 20 th day of the Succeeding Month	Payment Posted Online
35.	Preparation of Appropriate Action on Incoming Communication Process	Eva D. Rosales/All Personnel Section Staffs	3 days (simple) ; 7 days (complex) ; 20 (highly technical)	Approved Indorsement / Letter / Memoranda / Advisory / Special Order, etc.
36.	Submission of Daily Time Record (DTR) Process	Marianne Fe B. Martinez/Maria Eva A. Cezar	Every 10 th day of the Month	Transmittal to COA
37.	Consolidation of Statement of Assets, Liabilities, and Net Worth (SALN) Process	Ed Kathelen Q. Garcia/ Maria Eva A. Cezar	Every 30 th day of June	Transmittal to Ombudsman/File Copy of SALN
38.	Preparation of Report on Appointment Issued (RAI) Process	Chona O. Zabala/Wedlyn Abalorio	Within 30 days from the date of assumption to Office	Transmittal to CSC/File Copy of RAI
39.	Preparation of Report on Accession and Separation Process	Chona O. Zabala/Wedlyn Abalorio	Within 30 days from the date of assumption to Office	Transmittal to CSC/File Copy of the Report
40.	Inventory of Government Human Resource System (IGHRS)	Eva D. Rosales/Chona O. Zabala	Once a year or as required by CSC	Online Update
41.	Preparation of Report on Employees Going Out with Pass-Slip on Personal Business Process	Marianne Fe B. Martinez/Wedlyn P. Abalorio	Every 15 th of the succeeding month	Summary Report
42.	Preparation of Report on Employees Going Out without Pass Slip	Marianne Fe B. Martinez/Wedlyn P. Abalorio	Every 15 th of the succeeding month	Summary Report
43.	Preparation on Monthly Payroll Worksheet and Report of Service (Form 7) Process	Marianne Fe B. Martinez/Bienvenido U. Sumapig	Every 20 th of the succeeding month	Form 7
44.	Recording of Employees' Attendance Process	Marianne Fe B. Martinez/Janice C. Delopere	Every 10 th day of the succeeding month	DTR and Logsheet

45.	Tabulation of Customers' Satisfaction Survey Process	Chona O. Zabala/Jose H. Bustamante	At least twice a month	Summary Report / Transmittal to FTAD
46.	Hiring of Contract of Service Employees' Process	Chona O. Zabala/Wedlyn P. Abalorio	1 week	Signed Contract
47.	Payment of Terminal Leave Benefits Process	Marianne Fe B. Martinez/Janice C. Delopere	30 days	Memorandum to FD
48.	Preparation of Initial Salary and Salary Differential Process	Marianne Fe B. Martinez/Bienvenido U. Sumapig	Within one month from the effectivity / Compliance of documents	Record of voucher / Payroll to FD
49.	Preparation of Employees' Payroll Process	All Payroll Services Staffs	On or before the 28 rd day of the month	Record of Salary Release / Pay file
50.	Preparation of Clearance from Money Accountability or Overpayment of Salary Process	All Payroll Services Staffs	45 minutes	Signed Clearance
51.	Preparation of Monthly Remittance Process	All Payroll Services Staffs	Every 10th day of the succeeding month	Record of Remittance List to FD
52.	Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns Process	All Payroll Services Staffs	Every 28th day of the succeeding month	Signed Feedback Form
53.	Loan Verification Process	Nerio Clenton R. Areglago/Eva D. Rosales	3 days	Loan Monitoring Record (Google Sheet)
54.	Accommodation of Queries and Clarifications of Clients Process	All Personnel Section Staffs	Within the day for simple queries or within 3 days for complex queries	Service Request
55.	Monitoring of Flag/Retreat Attendance	Ed Kathelen Q. Garcia/Jose H. Bustamante	Every Monday and Friday morning	Attendance Sheet
56.	Creating and Updating of 201 File	Wedlyn P. Abalorio/Chona O. Zabala/Janice C. Delopere	Everytime there is/are changes in personal information, designation, updated PDS/service records/TOR, eligibility, NOSI, NOSA, etc.	201 File
57.	In charge of Procurement Processes	Wedlyn P. Abalorio/Marianne Fe B. Martinez	As the need arises	Copy of Purchase Request

58.	In charge of Receiving, Releasing, Recording, and Filing	Janice C. Delopere/ Ed Kathelen Q. Garcia	Daily	Electronic Logsheet
59.	Document Controller of All Personnel Related Documents Both Soft and Hard Files	Janice C. Delopere / Marianne Fe B. Martinez	Daily	File Copy/Document Tracking
60.	Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala/Nerio Clenton R. Areglado	As the need arises	Attendance Sheet, Minutes of Meeting, and Pictures
61.	Reproduction of Forms/Templates	Ed Kathelen Q. Garcia/ Maria Eva A. Cezar/ Jose H. Bustamante	As the need arises	Copy of Forms and Templates
62.	Updating of Individual Leave Cards	Chona O. Zabala/Marianne Fe B. Martinez	3 days	Print out or Electronic Individual Leave Cards
63.	Assistance/Preparation of Necessary Documents/ Logistics During Seminars, Conferences, Meetings, etc.	All Personnel Section Staffs	As the need arises	Attendance Sheet, Minutes of Meeting, and Pictures
64.	Workplace Improvement and Other Related Tasks	All Personnel Section Staffs	Daily	Improved workplace

Prepared by:


EVA D. ROSALES
 AO V, Personnel

Noted by:


MERCEDES D. SARMIENTO
 Chief, Administrative Division

APPROVED:


RAMIR B. UYTCO EdD, CESO IV
 Director IV