



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

May 7, 2021

OFFICE MEMORANDUM

No. **000176** 2021

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. MARIA EVA A. CEZAR, Administrative Assistant II
Mr. BIENVENIDO U. SUMAPIG, Administrative Assistant II
Mr. PEE JAY P. AMADORE, Administrative Aide VI
Mr. JOSE H. BUSTAMANTE, Administrative Aide III
Mr. MELCHOR A. CORDOVA, Contract of Service Employee
Ms. REMEDIOS L. ALEJANDRO, Administrative Assistant V
Ms. MILGRACE A. GADDI, Administrative Aide VI
Ms. MARIA CYNTHIA A. TUAZON, Administrative Assistant II
Ms. NENITA D. MALQUISTO, Administrative Aide VI
Ms. FERNANDA L. DE LA CRUZ, Administrative Aide VI
Ms. JUDITHA P. ANTIDO, Administrative Aide VI
Mr. JOSELITO E. ENRIQUEZ, Administrative Aide VI
Mr. Anjo Andrew V. Ecito, Administrative Aide VI
Mr. REGIN T. VIRTUDES, Administrative Aide III

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

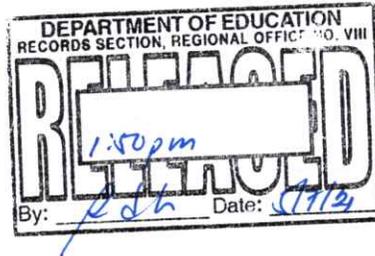
1. For maximum efficiency and effectiveness in the delivery of services, the Administrative Division and Personnel Section employees are expected to deliver/perform their specific duties and functions necessary for the achievement of the section's Key Results Areas (KRAs). (Please see attached list).
2. Payroll Services staffs have been issued Regional Memorandum No. 002, s. 2021 on their assignments as encoders/in-charge of payroll system/program.
3. Performance rating of concerned employees will be based on the delivery of their respective duties and functions and other related tasks.



4. For information, guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director 

AD-PS-COZ



DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION AND PERSONNEL SECTION EMPLOYEES

No.	Processes	Responsible Person/s (Action Officer/s)	Alternate Responsible Person/s (Alternate Action Officer/s)
1.	Hiring Process	Chona O. Zabala	Wedlyn P. Abalorio
2.	Retirement/Survivorship/Disability Benefit Application Process	Pee Jay P. Amadore	Bernardita M. Docena/Maria Eva A. Cezar
3.	Request for Transfer of Station Process	Wedlyn P. Abalorio	Bernardita M. Docena
4.	Application for Transfer of Plantilla Item Process	Wedlyn P. Abalorio	Chona O. Zabala
5.	Application for Permit to Teach	Wedlyn P. Abalorio	Chona O. Zabala
6.	Application for Permit to Study Process	Wedlyn P. Abalorio	Chona O. Zabala
7.	Application for Permit to Travel Abroad on Official Business or Official Time Process	Chona O. Zabala	Wedlyn P. Abalorio
8.	Application for Permit to Travel on Personal Business Process	Chona O. Zabala	Wedlyn P. Abalorio
9.	Reclassification of Teaching Position Process	Wedlyn P. Abalorio-SDOs of Eastern Samar, Leyte, and Maasin	
10.	Reclassification of School Head Position Process	Nerio Clenton R. Areglado-SDOs of Baybay, Biliran, Borongan, Calbayog, and Catbalogan	
11.	Upgrading of Record Thru Equivalent Record Form (ERF) Process	Chona O. Zabala-SDOs of Northern Samar, Ormoc, and Samar Eva D. Rosales-SDOs of Tacloban and Southern Leyte	
12.	Conversion of Item Process	Wedlyn P. Abalorio	Chona O. Zabala
13.	Authority to Travel Outside Region VIII (Travel Order Process)	Chona O. Zabala	Wedlyn P. Abalorio
14.	Application for Study Leave Process	Wedlyn P. Abalorio	Chona O. Zabala
15.	Application for Leave of Absence (Form 6) or Schools Division Superintendents (SDS) and Assistant Schools Division Superintendents (ASDS)	Chona O. Zabala	Wedlyn P. Abalorio
16.	Issuance of Certificate of Appearance	Pee Jay P. Amadore	Bernardita M. Docena
17.	Signing of Philhealth Form	Pee Jay P. Amadore	Bernardita M. Docena
18.	Confirmation of GSIS Loan Process	Eva D. Rosales	Elizabeth E. Caboboy
19.	Provident Fund Loan Application for Regional Office Employee Process	Melchor A. Cordova	Pee Jay P. Amadore
20.	Provident Fund Loan for Schools Division Employees Process	Melchor A. Cordova	Pee Jay P. Amadore
21.	Issuance of Service Records Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
22.	Issuance of Certification for Various Purposes	Wedlyn P. Abalorio	Pee Jay P. Amadore
23.	Issuance of Notice of Salary Adjustment (NOSA) Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
24.	Grant of Certificate for Compensatory Overtime Credit (COC) Process	Chona O. Zabala	Wedlyn P. Abalorio
25.	Application for Leave of Absence (Form 6) Process	Chona O. Zabala	Bienvenido U. Sumapig

26.	Issuance of Notice of Step Increment (NOSI) Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
27.	Grant of Loyalty Benefit Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
28.	Application for Monetization of Leave Credits Process	Chona O. Zabala	Bienvenido U. Sumapig
29.	Preparation of Agency Remittance Advice (ARA) Process	Eva D. Rosales	Elizabeth E. Caboboy
30.	Online Updating of Personnel Service Itemization and Plantilla of Personnel (PSIPOP) Process	Eva D. Rosales	Clenton R. Areglado
31.	Updating of Bureau of Internal Revenue (BIR) Exemption and Creation of TIN Process	Eva D. Rosales	Chona O. Zabala/ Bienvenido U. Sumapig
32.	Updating of Human Resource Development Information System (HRDIS) Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
33.	Career Executive Service Performance Evaluation System (CESPES) Process	Eva D. Rosales	Wedlyn P. Abalorio
34.	Posting of Philhealth Payment Online Process	Eva D. Rosales	Nerio Clenton R. Areglado
35.	Preparation of Appropriate Action on Incoming Communication Process	Eva D. Rosales/All Personnel Section Staffs	
36.	Submission of Daily Time Record (DTR) Process	Chona O. Zabala	Melchor A. Cordova
37.	Consolidation of Statement of Assets, Liabilities, and Net Worth (SALN) Process	Wedlyn P. Abalorio	Pee Jay P. Amadore
38.	Preparation of Report on Appointment Issued (RAI) Process	Chona O. Zabala	Wedlyn P. Abalorio
39.	Preparation of Report on Accession and Separation Process	Chona O. Zabala	Wedlyn P. Abalorio
40.	Inventory of Government Human Resource System (IGHRS)	Eva D. Rosales	Chona O. Zabala
41.	Preparation of Report on Employees Going Out with Pass-Slip on Personal Business Process	Chona O. Zabala	Pee Jay P. Amadore
42.	Preparation of Report on Employees Going Out without Pass Slip	Chona O. Zabala	Pee Jay P. Amadore
43.	Preparation on Monthly Payroll Worksheet and Report of Service (Form 7) Process	Chona O. Zabala	Pee Jay P. Amadore/ Bienvenido U. Sumapig
44.	Recording of Employees' Attendance Process	Chona O. Zabala	Pee Jay P. Amadore
45.	Tabulation of Customers' Satisfaction Survey Process	Chona O. Zabala	Jose H. Bustamante
46.	Hiring of Contract of Service Employees' Process	Eva D. Rosales	Chona O. Zabala
47.	Payment of Terminal Leave Benefits Process	Chona O. Zabala	Pee Jay P. Amadore/ Bienvenido U. Sumapig
48.	Payroll for the Salary of Contract of Service Employees	Anjo Andrew V. Ecito	Milgrace A. Gaddi
49.	Payroll for RATA and load allowance	Milgrace A. Gaddi	Anjo Andrew V. Ecito
50.	Payment of Salary Differential/Initial Salary	Anjo Andrew V. Ecito	Melchor A. Cordova
51.	Consolidation of Personal Data Sheet (PDS)	Wedlyn P. Abalorio	Pee Jay P. Amadore

52.	Preparation of Employees' Payroll Process	Nerio Clenton R. Areglado Remedios L. Alejandro Maria Cynthia A. Tuazon Milgrace A. Gaddi Juditha P. Antido Joselito E. Enriquez Regin T. Virtudes Anjo Andrew V. Ecito	All Payroll Services Unit Employees Refer to RM # 002, s.2021 Re: Assignment of Encoders for CY 2021
53.	Preparation of Clearance from Money Accountability or Overpayment of Salary Process		
54.	Preparation of Monthly Remittance Process		
55.	Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns Process		
56.	Loan Verification Process		
5.	Loan Verification Process	Nerio Clenton R. Areglado	Eva D. Rosales/Milgrace A. Gaddi/Anjo Andrew V. Ecito
55.	Monitoring of Flag/Retreat Attendance	Jose H. Bustamante	Melchor A. Cordova
56.	Creating and Updating of 201 File	Wedlyn P. Abalorio	Pee Jay P. Amadore
57.	In charge of Procurement Processes (from preparation of Purchase Request up to payment of supplier)	Pee Jay P. Amadore	Wedlyn P. Abalorio
	Canvasser	Maria Eva A. Cezar	Juanerico D. Atillo
58.	In charge of Receiving, Releasing, Recording, and Filing of all documents (except upgrading and reclassification)	Pee Jay P. Amadore	Bernardita M. Docena
59.	Document Controller of All Personnel Related Documents Both Soft and Hard Files	Pee Jay P. Amadore	Bernardita M. Docena
60.	Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala	Nerio Clenton R. Areglado
61.	Reproduction of Forms/Templates	Pee Jay P. Amadore/Jose H. Bustamante	Bernardina M. Docena
62.	Updating of Individual Leave Cards	Chona O. Zabala	Bienvenido U. Sumapig
63.	Assistance/Preparation of Necessary Documents/ Logistics During Seminars, Conferences, Meetings, etc.	All Personnel Section Employees	
64.	Workplace Improvement and Other Related Tasks	All Personnel Section Employees	