



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

February 21, 2022

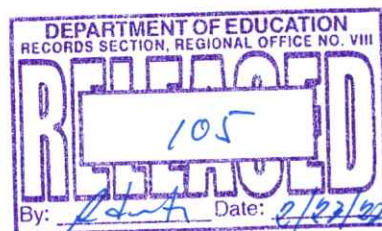
OFFICE MEMORANDUM

No. **105**, s. 2022

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. REMEDIOS L. ALEJANDRO, Administrative Assistant V
Ms. MARIA EVA A. CEZAR, Administrative Assistant II
Mr. BIENVENIDO U. SUMAPIG, Administrative Assistant II
Ms. MARIA CYNTHIA A. TUAZON, Administrative Assistant II
Mr. PEE JAY P. AMADORE, Administrative Aide VI
Ms. MILGRACE A. GADDI, Administrative Aide VI
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
Ms. BERNARDITA M. DOCENA, Administrative Aide VI
Mr. JOSE H. BUSTAMANTE, Administrative Aide III
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. Performance rating of concerned employees will be based on the delivery of their respective duties and functions and other related tasks.
3. For information, guidance and compliance.




EVELYN R. FETALVERO, CESO IV
Regional Director 

AD-PS-COZ



DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION AND PERSONNEL SECTION EMPLOYEES

No.	Processes	Responsible Person/s (Action Officer/s)	
		Team A	Team B
1.	Hiring Process	Wedlyn P. Abalorio	Chona O. Zabala
2.	Retirement/Survivorship/Disability Benefit Application Process	Pee Jay P. Amadore	Bernardita M. Docena
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	Wedlyn P. Abalorio	Chona O. Zabala
8.	Application for Permit to Travel on Personal Business Process	Wedlyn P. Abalorio	Chona O. Zabala
9.	Reclassification of Teaching Position Process	Wedlyn P. Abalorio-SDOs of Eastern Samar, Leyte, and Maasin Nerio Clenton R. Areglado-SDOs of Baybay, Biliran, Borongan, Calbayog, and Catbalogan	
10.	Reclassification of School Head Position Process	Chona O. Zabala-SDOs of Northern Samar, Ormoc, and Samar	
11.	Upgrading of Record Thru Equivalent Record Form (ERF) Process	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)	Wedlyn P. Abalorio	Chona O. Zabala
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)	Wedlyn P. Abalorio	Chona O. Zabala
16.	Issuance of Certificate of Appearance	Ed Kathelen Q. Garcia	Bernardita M. Docena
17.	Signing of Philhealth Form	Ed Kathelen Q. Garcia	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	Ed Kathelen Q. Garcia	Pee Jay P. Amadore
20.	Provident Fund Loan for Schools Division Employees Process	Ed Kathelen Q. Garcia	Pee Jay P. Amadore
21.	Issuance of Service Records Process (for uploading in the PS Google Drive)	Wedlyn P. Abalorio	Pee Jay P. Amadore/ Bernardita M. Docena

22.	Issuance of Certification of Employment and for Various Purposes	Wedlyn P. Abalorio	Pee Jay P. Amadore/ Bernardita M. Docena
23.	Issuance of Notice of Salary Adjustment (NOSA) Process	Wedlyn P. Abalorio	Bienvenido U. Sumapig
24.	Grant of Certificate for Compensatory Overtime Credit (COC) Process (for uploading in the PS Google Drive)	Wedlyn P. Abalorio	Chona O. Zabala
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	Nerio 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/ Bienvenido U. Sumapig	
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	Wedlyn P. Abalorio-PPRD & ORD Eva A. Cezar-QAD & OARD Ma. Jeanita C. Diongon-AD Pee Jay P. Amadore-FD & HRDD Chona O. Zabala-CLMD & ESSD	
37.	Consolidation of Statement of Assets, Liabilities, and Net Worth (SALN) Process	Wedlyn P. Abalorio	Maria Eva A. Cezar
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	Ed Kathelen Q. Garcia/ Ma. Jeanita C. Diongon	Pee Jay P. Amadore
45.	Tabulation of Customers' Satisfaction Survey Process (Online and Walk-In)	Ma. Jeanita C. Diongon/ Jose H. Bustamante	Chona O. Zabala
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.	Payment of Salary Differential	Wedlyn P. Abalorio	Pee Jay P. Amadore
49.	Consolidation of Personal Data Sheet (PDS)	Wedlyn P. Abalorio	Maria Eva A. Cezar
50.	Preparation of Payroll for RATA/Communication	Ma. Jeanita C. Diongon	Milgrace A. Gaddi
51.	Preparation of Payroll for Contract of Service	Milgrace A. Gaddi	Ma. Jeanita C. Diongon
52.	Preparation of Employees' Payroll Process	Nerio Clenton R. Areglado-Regional Office Remedios L. Alejandro-Leyte I, II and III (Elem.) Maria Cynthia A. Tuazon-Catbalogan City & Northern Samar Milgrace A. Gaddi-Baybay City, Ormoc City, Ipil NHS (IU), & Ormoc City NHS (IU) Juditha P. Antido-Leyte (JHS&SHS) Joselito E. Enriquez-Calbayog City & Eastern Samar Nenita D. Malquisto-Borongon City & Samar Regin T. Virtudes-Biliran & Tacloban City Fernanda L. Dela Cruz- Maasin & Southern Leyte	
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	Milgrace A. Gaddi Regin T. Virtudes Nenita D. Malquisto Joselito E. Enriquez Maria Cynthia A. Tuazon Remedios L. Alejandro Judith P. Antido Fernanda L. De la Cruz Nerio Clenton R. Areglado Eva D. Rosales	
57.	Monitoring of Flag Raising/Retreat Attendance	Ed Kathelen Q. Garcia	Jose H. Bustamante
58.	Creating and Updating of 201 File	Wedlyn P. Abalorio	

59.	In charge of Procurement Processes (from preparation of Purchase Request up to payment of supplier)	Wedlyn P. Abalorio	Pee Jay P. Amadore
60.	In charge of Receiving, Releasing, Recording, and Filing of all documents	Ma. Jeanita C. Diongon/Ed Kathelen Q. Garcia	Pee Jay P. Amadore/Bernardita M. Docena
61.	Document Controller of All Personnel Related Documents Both Soft and Hard Files	Ma. Jeanita C. Diongon/Ed Kathelen Q. Garcia	Pee Jay P. Amadore/Bernardita M. Docena
62.	Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala/ Nerio Clenton R. Areglado	
63.	Reproduction of Forms/Templates	Ed Kathelen Q. Garcia	Jose H. Bustamante
61.	Updating of Individual Leave Cards	Chona O. Zabala/ Bienvenido U. Sumapig	
62.	Assistance/Preparation of Necessary Documents/ Logistics During Seminars, Conferences, Meetings, etc.	All Personnel Section Staffs	
63.	Workplace Improvement and Other Related Tasks	All Personnel Section Staffs	