



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

May 18, 2022

REGIONAL MEMORANDUM

No. **471**, s. **2022**

CONDUCT OF ON-SITE INSPECTION AND HANDS-ON TRAINING ON PAYROLL PREPARATION AND PROCESSING IN DEPED REGION XI

To: Schools Division Superintendents of Baybay City, Calbayog City
and Southern Leyte Divisions
Chief, Administrative Division
All Others Concerned

1. This Office, through the Administrative Division, shall conduct an **On-Site Inspection and Hands-on Training on Payroll Preparation and Processing in DepEd Regional Office XI to include the Schools Division Offices of Davao Occidental, Island Garden City of Samal, Mati City and Tagum City on June 13-19, 2022 inclusive of travel time**, as it endeavors to provide teachers and stakeholders in the field offices effective, efficient, and technology-based services.
2. The agenda of the activity include the observation and adaptation of the processes of downloading of payroll services from the Regional Office to SDOs, and processing of monthly remittances to PLIs and GFIs.
3. Attached is the Benchmarking Team Composition.
4. The participants coming from the Schools Division Offices (SDOs) may opt to avail of the transportation services of Baybay City, Calbayog City and Northern Samar SDOs in traveling to and from Region XI. They shall contribute to fuel and other miscellaneous expenses relative thereto subject to reimbursement from their local funds.
5. Traveling and other incidental expenses of the participants shall be charged against their respective local funds subject to the usual accounting rules and procedures.



6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosure: As stated

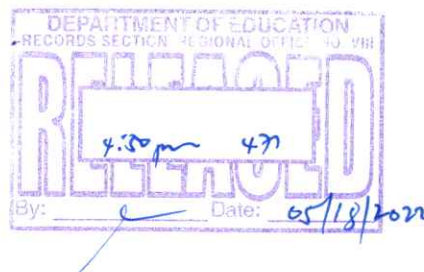
Reference: None

To be indicated in the Perpetual Index under the following subjects:

PAYROLL DOWNLOADING

RO/SDO ON-SITE INSPECTION

DEPED RO XI





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REGION VIII - EASTERN VISAYAS

Enclosure to RM No. 471, s. 2022

BENCHMARKING TEAM COMPOSITION

NO.	NAME	DESIGNATION	OFFICE
1	DR. ALEJANDRITO L. YMAN	Chief	RO – Admin. Div.
2	ELIZABETH E. CABOBOY	SAO	RO – Admin. Div.
3	NERIO CLENTON R. AREGLADO	AO II	RO – Payroll
4	REMEDIOS L. ALEJANDRO	ADAS V	RO - Payroll
5	MA. CYNTHIA A. TUAZON	ADAS II	RO - Payroll
6	REGIN T. VIRTUDES	AA III1	RO - Payroll
7	JOSEPH Z. TUAZON	Driver	RO - GSU
8	REY NINO S. LEE	Accountant I	RO – Finance Division
9	NIETO S. YERRO	Driver	RO - GSU
10	DR. CARMELINO BERNADAS	SDS	SDO- Baybay City
11	DR. THELMA C. QUITALIG	SDS	SDO-Calbayog City
12	DR. GENIS S. MURALLOS	SDS	SDO – Southern Leyte
13	JOSEPHUS ANTHONY DUENAS	AO IV	SDO – Baybay City
14	ENRICO LUFRANCO	AO II	SDO – Baybay City
15	JULIUS DELA CERNA	AO IV	SDO – Baybay City
16	MAXIMO POSADAS	Driver	SDO – Baybay City
17	NANETTE G. PLA	AO V	SDO – Biliran
18	KRISTINA J. SABITSANA	AO II	SDO – Biliran
19	GILBERT A. GAPUD	AO V	SDO – Borongan City
20	MILDIE AGUS	AO II	SDO – Borongan City
21	EDITA S. CANO	AO V	SDO – Calbayog City
22	JR JHON PANOY	AO II	SDO – Calbayog City
23	ALEXIS TANSECO	Driver	SDO – Calbayog
24	MICHAEL CABANERO	AO V	SDO – Catbalogan City
25	MARIJOY ABAD	AO II	SDO – Catbalogan City
26	ARIES COMEQUE	AO IV	SDO – Catbalogan City
27	CARMELITA C. ALJIBE	AO V	SDO- Eastern Samar
28	NERESSA ALMA	AO II	SDO – Eastern Samar
29	JOSE MARIANO BARRIL	AO IV	SDO – Leyte
30	HARRIET OLMIDA	AO II	SDO – Leyte
31	ROFELYN B. INUTAN	AO V	SDO – Maasin City
32	JENNY N. ROA	AO II	SDO – Maasin City
33	ARNEL MABINI	ADAS III	SDO – Northern Samar



34	EUNICE V. TARINGTING	AO II	SDO – Northern Samar
35	NICANOR BARANDINO	Driver	SDO – Northern Samar
36	MARIA CLAUDITH L. MANAWATAO	AO V	SDO – Ormoc City
37	ICY CABINTOY	AO II	SDO – Ormoc City
38	ATTY. LIVI N. ORALLER	Attorney III	SDO – Samar
39	REINALYN G. BARONA	ADAS III	SDO – Samar
40	JAIME LEON T. CARDONA	EPS II/ OIC- Admin.	SDO – Southern Leyte
41	EMMY LOU M. ARAYAN	Payroll In-Charge	SDO – Southern Leyte
42	EDGAR DO	Driver	SDO – Southern Leyte
43	RODEL R. NAVAL	AO V (Budget)	SDO – Tacloban City
44	NAISY M. BROSAS	AO II	SDO – Tacloban City