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

January 23, 2023

OFFICE MEMORANDUM

No. **032**, s. 2023

- 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
  - Ms. MA. JEANITA C. DIONGON**, Administrative Assistant I
  - 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
  - Ms. MARJORIE B. SACAY**, Contract of Service

**DUTIES AND FUNCTIONS OF PERSONNEL SECTION EMPLOYEES**

1. To ensure maximum efficiency and effectiveness in the delivery of services, this Office, through the Administrative Division, issues the enclosed Duties and Functions of the Personnel Section Employees that shall guide all the concerned personnel in the delivery or performance of their specific duties and functions to achieve the Division and Section's Key Result Areas (KRAs).
2. The performance rating of the concerned employees shall be based on the delivery of their respective duties and functions and other related tasks.
3. For information, guidance, and compliance.

AD-PS-COZ



*[Signature]*  
**EVERLYN R. FETALVERO, CESO IV**  
Regional Director



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

No.	Processes	Action Officer	Alternate
1.	Hiring Process	Chona O. Zabala	Wedlyn P. Abalorio
2.	Retirement/Survivorship/Disability Benefit Application	Pee Jay P. Amadore	Bernardita M. Docena
3.	Request for Transfer of Station	Wedlyn P. Abalorio	Nerio Clenton R. Areglado
4.	Application for Transfer of Plantilla Item	Wedlyn P. Abalorio	Nerio Clenton R. Areglado
5.	Application for Permit to Teach	Wedlyn P. Abalorio	Chona O. Zabala
6.	Application for Permit to Study	Chona O. Zabala	Wedlyn P. Abalorio
7.	Application for Permit to Travel Abroad on Official Business or Official Time	Wedlyn P. Abalorio	Chona O. Zabala
8.	Application for Permit to Travel on Personal Business	Wedlyn P. Abalorio	Chona O. Zabala
9.	Reclassification of Teaching Position	Wedlyn P. Abalorio-SDOs of Eastern Samar, Leyte, and Maasin Nerio Clenton R. Areglado-SDOs of Baybay, Biliran, Borongan, Calbayog, and Catbalogan Chona O. Zabala-SDOs of Northern Samar, Ormoc, and Samar Eva D. Rosales-SDOs of Tacloban and Southern Leyte Pee Jay P. Amadore- ERF, as assigned Ma. Jeanita C. Diongon-ERF, as assigned	
10.	Reclassification of School Head Position		
11.	Upgrading of Record Thru Equivalent Record Form (ERF)		
12.	Realignment and Conversion of Item	Wedlyn P. Abalorio	Chona O. Zabala
13.	Authority to Travel Outside Region VIII (Travel Order)	Wedlyn P. Abalorio	Chona O. Zabala
14.	Application for Study Leave	Chona O. Zabala	Wedlyn P. Abalorio
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	Marjorie B. Sacay	Bernardita M. Docena
17.	Signing of Phil health Form	Marjorie B. Sacay	Bernardita M. Docena
18.	Confirmation of GSIS Loan	Eva D. Rosales	Elizabeth E. Caboboy
19.	Provident Fund Loan Application for Regional Office Employee	Marjorie B. Sacay	Pee Jay P. Amadore
20.	Provident Fund Loan for Schools Division Employees	Marjorie B. Sacay	Pee Jay P. Amadore
21.	Issuance of Service Records	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)	Wedlyn P. Abalorio	Bienvenido U. Sumapig
24.	Grant of Certificate for Compensatory Overtime Credit (COC)	Wedlyn P. Abalorio	Chona O. Zabala
25.	Application for Leave of Absence (Form 6)	Chona O. Zabala/ Bienvenido U. Sumapig	
26.	Issuance of Notice of Step Increment (NOSI)	Wedlyn P. Abalorio	Pee Jay P. Amadore
27.	Grant of Loyalty Benefit	Wedlyn P. Abalorio	Nerio Clenton R. Areglado
28.	Application for Monetization of Leave Credits	Chona O. Zabala/	

		Bienvenido U. Sumapig	
29.	Preparation of Agency Remittance Advice (ARA)	Eva D. Rosales	Elizabeth E. Caboboy
30.	Online Updating of Personnel Service Itemization and Plantilla of Personnel (PSIPOP)	Eva D. Rosales	Nerio Clenton R. Areglado
31.	Updating of Bureau of Internal Revenue (BIR) Exemption and Creation of TIN	Eva D. Rosales	Chona O. Zabala/ Bienvenido U. Sumapig
32.	Updating of Human Resource Development Information System (HRDIS)	Wedlyn P. Abalorio/ Bienvenido U. Sumapig	
33.	Career Executive Service Performance Evaluation System (CESPES)	Eva D. Rosales	Wedlyn P. Abalorio
34.	Posting of Philhealth Payment Online	Eva D. Rosales	Nerio Clenton R. Areglado
35.	Preparation of Appropriate Action on Incoming Communication	Eva D. Rosales/All Personnel Section Staffs	
36.	Submission of Daily Time Record (DTR)	Wedlyn P. Abalorio-, FTAD, 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)	Wedlyn P. Abalorio	Maria Eva A. Cezar
38.	Preparation of Report on Appointment Issued (RAI)	Chona O. Zabala	Wedlyn P. Abalorio
39.	Preparation of Report on Accession and Separation	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	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)	Chona O. Zabala/Pee Jay P. Amadore/Bienvenido U. Sumapig	
44.	Recording of Employees' Attendance	Pee Jay P. Amadore	Marjori B. Sacay/Ma. Jeanita C. Diongon
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	Nerio Clenton R. Areglado	Wedlyn P. Abalorio
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	Nerio Clenton R. Areglado-Regional Office & Schools Division Offices Consolidated Remittances	
53.	Preparation of Clearance from Money Accountability or Overpayment of Salary	Remedios L. Alejandro-Leyte I, II and III (Elem.)	

54.	Preparation of Monthly Remittance	Maria Cynthia A. Tuazon-Catbalogan City & Northern Samar	
55.	Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns	Milgrace A. Gaddi-Baybay City, Ormoc City Juditha P. Antido-Leyte (JHS&SHS) Joselito E. Enriquez-Calbayog City & Eastern Samar Nenita D. Malquisto-Borongan City & Samar Regin T. Virtudes-Biliran & Tacloban City Fernanda L. Dela Cruz- Maasin & Southern Leyte	
56.	Loan Verification-Regional Office	Nerio Clenton R. Areglado Eva D. Rosales	
57.	Monitoring of Flag Raising/Retreat Attendance	Pee Jay P. Amadore	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)	Pee Jay P. Amadore	Wedlyn P. Abalorio
60.	In charge of Receiving, Releasing, Recording, and Filing of all documents	Pee Jay P. Amadore	Bernardita M. Docena
61.	Document Controller of All Personnel Related Documents Both Soft and Hard Files	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	Pee Jay P. Amadore	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	