



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

January 9, 2024

OFFICE MEMORANDUM

AD-2024-

19

DUTIES AND FUNCTIONS OF PERSONNEL SECTION EMPLOYEES

To: **Ms. EVA D. ROSALES**, Administrative Officer V
Ms. CHONA O. ZABALA, Administrative Officer IV
Ms. WEDLYN P. ABALORIO, Teacher Credentials Evaluator II
Mr. ALBERT B. AVILA, Administrative Officer II
Mr. GERARD CHRISTOPHER A. VILLEGAS, Computer Maintenance Technologist I
Ms. REMEDIOS L. ALEJANDRO, Administrative Assistant V
Ms. MARIA CYNTHIA A. TUAZON, Administrative Assistant II
Ms. MA. JEANITA C. DIONGON, Administrative Assistant I
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
Mr. JHON MENARD M. FUNA, Contract of Service

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 Sections' Key Result Areas (KRAs)
2. The perform rating of the concerned employees shall be based on the delivery of their respective duties and function, and other related tasks.
3. For information, guidance, and compliance.


EVELYN R. FETALVERO CESO IV
Regional Director

AD-PS-COZ



Duties and Functions of Personnel Section Employees

No.	Processes	Action Officer	Alternate
1.	Recruitment, Selection, and Placement	Chona O. Zabala	Albert B. Avila
2.	Request for Transfer from one station to another	Wedlyn P. Abalorio	Albert B. Avila
3.	Application for Equivalent Record Form (ERF)/ Reclassification through Plantilla Allocation List (PAL) with approved Equivalent Records Form/Conversion of Item	Wedlyn P. Abalorio	Division Assignment Leyte
4.	Reclassification for School Head and Master Teacher Positions	Albert B. Avila	Catbalogan City & Eastern Samar
		Gerard Christopher A. Villegas	Baybay City, Biliran, & Borongan City
		Ma. Jeanita C. Diongon	Calbayog City & Ormoc City
		Eva D. Rosales	Maasin City, Tacloban City & Southern Leyte
5.	NOSCA for Newly Created Positions	Bernardita M. Docena	
6.	Leave Management		
	a. Request for Travel Abroad/CFO	Wedlyn P. Abalorio	Albert B. Avila
	b. Application for Leave of Absence (RO employees and Third Level officials)	Chona O. Zabala (RO Employees-Ecot to Zabala & All 3 rd Level Officials)	Albert A. Avila (RO Employees from Abalorio to Duero)
	c. Request for Study Leave	Chona O. Zabala	Wedlyn P. Abalorio
	d. Preparation on Monthly Payroll Worksheet and Report of Service (Form 7)	Chona O. Zabala	Albert B. Avila
	e. Updating of Individual Leave Card	Chona O. Zabala	Albert B. Avila
7.	Compensation and Benefits		
	a. Payroll Preparation/ Preparation of Monthly Remittance/ Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns		Division Assignment
		Remedios L. Alejandro	Leyte I & II
		Maria Cynthia A. Tuazon	Northern Samar
		Milgrace A. Gaddi	Ormoc City & Tacloban City
		Juditha P. Antido	Leyte JHS & SHS & Catbalogan City
		Joselito E. Enriquez	Borongan City, & Eastern Samar
		Regin T. Virtudes	Catbalogan City, Samar, & Regional Officer
	Fernanda L. Dela Cruz	Biliran, Leyte III, & Maasin City	
	b. Consolidation of Payroll Report	Albert B. Avila	
	c. Application for Monetization of Leave Credits	Chona O. Zabala	Albert B. Avila
	d. Application for Retirement	Bernardita M. Docena	Jhun Menard M. Funa

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	e. Application for Terminal Leave Benefits	Chona O. Zabala	Albert B. Avila
	f. Certification of Last Salary Received/Clearance from Money Accountability and/or Overpayment of Salary	Albert B. Avila	Milgrace A. Gaddi
	g. Preparation of Notice of Step Increment (NOSI)	Albert B. Avila	Wedlyn P. Abalorio
	h. Preparation of Notice of Salary Adjustment (NOSA)	Albert B. Avila	Wedlyn P. Abalorio
	i. Provident Fund Loan	John Menard M. Funa	
	j. Grant of Certificate for Compensatory Overtime Credit (COC)	Albert B. Avila	Wedlyn P. Abalorio
	k. Grant of Loyalty Benefit	Albert B. Avila	Wedlyn P. Abalorio
	l. Payment of Salary Differential	Albert B. Avila	
8.	Personnel Management		
	a. Submission of Statement of Assets, Liabilities, and Net Worth (SALN)	Wedlyn P. Abalorio	Chona O. Zabala
	b. Issuance of Certificate of Employment (Regular/With Compensation)	Bernardita M. Docena	Wedlyn P. Abalorio
	c. Issuance of Service Records/201 Files	Albert B. Avila	Wedlyn P. Abalorio
	d. Authority to Travel Outside Region VIII	Bernardita M. Docena	Jhun Menard M. Funa
	e. Issuance of Certificate of Appearance	Bernardita M. Docena	Jhun Menard M. Funa
	f. Signing of Philhealth Form	Eva D. Rosales	OIC
	g. Preparation of Agency Remittance Advice (ARA)	Eva D. Rosales	Alternate AAO
	h. Preparation of Appropriate Action on Incoming Communication	Eva D. Rosales/All Personnel Section Staffs	
	i. Submission of Daily Time Record (DTR)		<i>Division Assignment</i>
		Wedlyn P. Abalorio	PPRD, ORD & QAD
		Albert b. Avila	AD
		Gerard Christopher A. Villegas	FD
		Bernardita M. Docena	FTAD, HRDD & OARD
		Chona O. Zabala	CLMD & ESSD
	j. Preparation of Report on Appointment Issued (RAI)	Chona O. Zabala	Albert B. Avila
	k. Preparation of Report on Accession and Separation	Chona O. Zabala	Albert B. Avila
	l. Preparation of Report on Employees Going Out with Pass-Slip on Personal Business Process	Chona O. Zabala	Albert B. Avila
	m. Preparation of Report on Employees Going Out without Pass Slip	Chona O. Zabala	Albert B. Avila
	n. Recording of Employees' Attendance Process	Pee Jay P. Amadore	Albert B. Avila
	o. Hiring of Contract of Service	Eva D. Rosales	Chona O. Zabala
	p. Consolidation of Personal Data Sheet (PDS)	Wedlyn P. Abalorio	Maria Eva A. Cezar
	q. Preparation of Payroll for RATA/Communication	Ma. Jeanita C. Diongon	Milgrace A. Gaddi
	r. Preparation for Payroll for Contract of Service	Milgrace A. Gaddi	Ma. Jeanita C. Diongon

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	s. Monitoring of Flag Raising/Retreat Attendance	Jhun Menrad M. Funa	Jose H. Bustamante
	t. Creating and Updating of 201 File	Albert B. Avila	Chona O. Zabala
9.	Personnel Inventory		
	a. Online Process on Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Eva D. Rosales	Albert B. Avila
	b. Updating of Human Resource Development Information System (HRDIS)	Albert B. Avila	Eva D. Rosales
	c. Inventory of Government Human Resource System (IGHRS)	Eva D. Rosales	Albert B. Avila
10.	Automatic Payroll Deduction System (APDS) Management		
	a. Referral Letter to Private Lending Institution	Eva D. Rosales	Albert B. Avila
	b. Verification of Loan Applications of DepEd Borrowers under the Automatic Payroll Deduction System (APDS)	Eva D. Rosales	Albert B. Avila/Milgrace A. Gaddi/Joselito E. Enriquez
11.	Personnel Performance Management		
	a. Consolidation of IPCRF	Ma. Jeanita C. Diongon	Wedlyn P. Abalorio
	b. Career Executive Service Performance Evaluation System (CESPES)	Eva D. Rosales	Wedlyn P. Abalorio
12.	Other Related Tasks		
	a. Procurement (from preparation of Purchase Request up to payment of supplier)		Milgrace A. Gaddi
	b. Receiving, Releasing, Recording, and Filing of all documents	Bernardita M. Docena	Jhun Menard M. Funa
	c. Document Controller of All Personnel Related Documents Both Soft and Hard Files	Bernardita M. Docena	Jhun Menard M. Funa
	d. Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala/	Albert B. Avila
	e. Reproduction of Forms/Templates	Jhun Menard M. Funa	Jose H. Bustamante
	f. Assistance/Preparation of Necessary Documents/ Logistics During Seminars, Conferences, Meetings, etc.	All Personnel Section Staffs	
	g. Workplace Improvement and Other Related Tasks	All Personnel Section Staffs	