



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

October 25, 2024

OFFICE MEMORANDUM
AD-2024- **556**

**UPDATED 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
Ms. MILGRACE A. GADDI, 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. REGIN T. VIRTUDES, Administrative Aide III
Ms. CLAUDINE E. DELICAO, 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 performance 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 III
Regional Director 

Enclosures: Duties and Functions of Personnel Section Employees
References: None

To be indicated in the Perpetual Index under the following subjects:
PERSONNEL SECTION EMPLOYEES DUTIES & FUNCTIONS

AD-PS-COZ



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Updated 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 NOSCA for Newly Created Positions	Albert B. Avila	<i>Catbalogan City & Eastern Samar</i>
		Ariel Craig P. Marteja	<i>Baybay City, Biliran, & Borongan City</i>
		Milgrace A. Gaddi	<i>Calbayog City & Ormoc City</i>
		Eva D. Rosales	<i>Maasin City, Tacloban City & Southern Leyte</i>
		Chona O Zabala	<i>Northern Samar & Samar</i>
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		Division Assignment
	a. Payroll Preparation/ Preparation of Monthly Remittance/ Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns	Juditha P. Antido	Samar
		Joselito E. Enriquez	Leyte (Sec) & (SHS) & Eastern Samar
		Regin T. Virtudes	Leyte I (Elem) & Regional Office
		Milgrace A. Gaddi	Leyte II & III (Elem)
		Rolando Gil T. Carasco	Remittances
	b. Consolidation of Payroll Report and Special Payroll	Albert B. Avila	Milgrace A. Gaddi
	c. GSIS Summary of Totals (SOT)	Joselito E. Enriquez	Albert B. Avila
	d. Application for Monetization of Leave Credits	Chona O. Zabala	Albert B. Avila
	e. Application for Retirement	Ariel Craig P. Marteja	Bernardina M. Docena

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	f. Application for Terminal Leave Benefits	Chona O. Zabala	Albert B. Avila
	g. Certification of Last Salary Received/Clearance from Money Accountability and/or Overpayment of Salary	Albert B. Avila	Milgrace A. Gaddi
	h. Preparation of Notice of Step Increment (NOSI)	Albert B. Avila	Wedlyn P. Abalorio
	i. Preparation of Notice of Salary Adjustment (NOSA)	Albert B. Avila	Wedlyn P. Abalorio
	j. Provident Fund Loan	Claudine E. Delicano	
	k. Grant of Certificate for Compensatory Overtime Credit (COC)	Albert B. Avila	Wedlyn P. Abalorio
	l. Grant of Loyalty Benefit	Albert B. Avila	Wedlyn P. Abalorio
	m. Payment of Salary Differential	Albert B. Avila	Wedlyn P. Abalorio
8.	Personnel Management		
	a. Submission of Statement of Assets, Liabilities, and Net Worth (SALN)	Ariel Craig P. Marteja	Claudine E. Delicano
	b. Issuance of Certificate of Employment (Regular/With Compensation)	Albert B. Avila	Chona O. Zabala
	c. Issuance of Service Records	Albert B. Avila	Chona O. Zabala
	d. Authority to Travel Outside Region VIII	Bernardita M. Docena	Claudine E. Delicano
	e. Issuance of Certificate of Appearance	Ariel Craig P. Marteja	Bernardita M. Docena
	f. Signing of Philhealth Form	Eva D. Rosales	OIC/PS
	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	<i>PPRD, ORD & QAD</i>
		Albert b. Avila	<i>AD</i>
		Ariel Craig P. Marteja	<i>FD</i>
		Bernardita M. Docena	<i>FTAD, HRDD & OARD</i>
		Chona O. Zabala	<i>CLMD & ESSD</i>
	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/Biometric Enrolment & Printing	Ariel Craig P. Marteja	Roland Gil T. Carasco
	o. Hiring of Contract of Service	Eva D. Rosales	Chona O. Zabala
	p. Consolidation of Personal Data Sheet (PDS)	Ariel Craig P. Marteja	Claudine E. Delicano
	q. Preparation of Payroll for RATA and Communication (Load)	Albert B. Avila	Milgrace A. Gaddi
	r. Preparation for Payroll for Contract of Service	Milgrace A. Gaddi	Rolando Gil T. Carasco

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	s. Monitoring of Flag Raising/Retreat Attendance	Ariel Craig P. Marteja	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	Chona O. Zabala
10.	Automatic Payroll Deduction System (APDS) Management		
	a. Referral Letter to Private Lending Institution	Eva D. Rosales	Juditha P. Antido
	b. Verification of Loan Applications of DepEd Borrowers under the Automatic Payroll Deduction System (APDS)	Eva D. Rosales	Chona O. Zabala/ Albert B. Avila/ Milgrace A. Gaddi
11.	Personnel Performance Management		
	a. Consolidation of IPCRF	Ariel Craig C. Marteja	Rolando Gil T. Carasco
	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)	Albert B. Avila	Milgrace A. Gaddi
	b. Receiving, Releasing, Recording, and Filing of all documents	Ariel Craig P. Marteja	Bernardita M. Docena/ Claudine E. Delicano
	c. Document Controller of All Personnel Related Documents Both Soft and Hard Files	Bernardita M. Docena	Ariel Craig P. Marteja
	d. Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala	Ariel Craig P. Marteja
	e. Reproduction of Forms/Templates	Ariel Craig P. Marteja	Jose H. Bustamante/ Claudine E. Delicano
	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	