



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



JAS-ANZ



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Accountants/Bookkeepers/Implementing Units (IUs)
All Other Concerned

FROM: *[Signature]*
MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: **Personnel-In-Charge of Schools Division Offices in the Personnel Section and Regional Payroll Services**

DATE : March 07, 2019

Attached herewith is a Memorandum of Designation in Personnel Section in the Regional Office IV-A CALABARZON, Cainta, Rizal, for your information and guidance.

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	3-8-19
By:	Rommel
Ref. no.	089

perwog03/07/2019def

DEPEDQUEZON-TM-SDS-04-010-001

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629



DB# 211623



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ACCOUNTANTS/BOOKKEEPERS/IMPLEMENTING UNITS (IUs)
ALL OTHERS CONCERNED

FROM : *[Signature]*
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : PERSONNEL-IN-CHARGE OF SCHOOLS DIVISION OFFICES IN THE
PERSONNEL SECTION AND REGIONAL PAYROLL SERVICES

DATE : March 4, 2019

1. In order to observe and monitor the delivery of transactions/services in the Personnel Section and Regional Payroll Services, the list of personnel-in-charge are as follows for your information and reference:

REGIONAL PAYROLL SERVICES	
SCHOOLS DIVISION OFFICES (Elem./Sec./IUs)/ROP	PERSONNEL-IN-CHARGE
Laguna Biñan City Cabuyao City ROP	Justene Christian M. Mata
Antipolo City Batangas City Calamba City Rizal San Pablo City	Jackelyn S. Pidlaoan
Lucena City <u>Quezon Province</u> Tayabas City	Michelle R. Cabalfera
Batangas Province Lipa City Tanzaon City	Warren T. Balagoran
Cavite Province Gen. Trias City Sta. Rosa City Tagaytay City Trece Martires City	Joseph C. Damian

PERSONNEL SECTION
RECEIVED
Date/Time: 3-6-19
By: *[Signature]*

SDS OFFICE
RECEIVED
Date/Time: MAR 06 2019
By: *[Signature]*

DEPED - QUEZON
ICT UNIT
DOWNLOADED
Date/Time: 3-6-19
By: *[Signature]*



Trunk Line: (02) 682-5773/547-4914 /647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon



Bacoor City Cavite City Dasmariñas City Imus City	Erick John N. Malabanan
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PERSONNEL TRANSACTIONS/CONCERNS (Terminal Leave/Reclassification/Study Leave/Travel Local & Abroad/Transfer/Retirement/Home Visit/etc.)

SCHOOLS DIVISION OFFICES/ROP	PERSONNEL-IN-CHARGE
Antipolo City Batangas Province Biñan City Cabuyao City Calamba City Laguna Lipa City Sta. Rosa City	Nimfa A. Bermendi
Bacoor City Cavite City Dasmariñas City General Trias City Imus City Lucena City San Pablo City Tanduan City Tayabas City	Maria Rojane C. Miranda
Cavite Province Batangas City Quezon Province Rizal	Maria Susana B. Oliveros ✓

Nimfa A. Bermendi – In-charge on the processing of Equivalent Record Form (ERF).

Genevieve R. Pajares – In-charge of PLI concerns (request for deletion/stoppage; evaluate documents of borrowers submitted by the different PLIs and members of Insurance Companies for monthly billings).

Marivic F. Labay – Assists in the checking/evaluating of submitted documents as to the completeness of requirements for Personnel action; Assists in the processing of Personnel action.

Chery Mae S. Pacara – Assists in the receiving and releasing of documents for Personnel action thru TEADOC; Assist in the processing of Personnel action.

2. Immediate dissemination of this Memorandum is desired.

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