



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



14 February 2022

**DIVISION MEMORANDUM**  
 DM No. 108, s. 2022

**ANNOUNCING THE DIVISION PLANTILLA-PAYROLL AUDIT TEAM**

**To:** OIC-Assistant Schools Division Superintendents  
 Division Chiefs  
 Section Heads  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Concerned

1. To achieve the accuracy of claimant's list, efficiency of transactions, fast processing of claims within the allotted time, customers satisfaction and to maintain effective coordination in the field, the Personnel Section under the Administrative Service shall create the Division Plantilla-Payroll Audit Team that aims to reconcile data in Personal Services Itemization and Plantilla of Personnel (PSIPOP) and Payroll Masterfile in order to address issues and concerns pertaining to processing of various claims and benefits of all teaching, teaching-related and non-teaching personnel.
2. The members of the Division Plantilla-Payroll Audit Team are as follows:

NAME	POSITION TITLE
Chairperson	
Maria Dolores D. Atienza	Administrative Officer V
Vice-Chairperson	
Wennie o. Gaela	Administrative Officer IV/HRMO-II
Consultant	
Herbert D. Perez	OIC-Assistant Schools Division Superintendent
Members	
Wilbert Porteza	Information Technology Officer I
Edsel P. Palmero (Team Leader-Payroll Audit)	Administrative Officer II
Rodelio M. Esmerna Jr. (Team Leader-Plantilla Audit)	Administrative Officer II

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

Arvin Zeta	Administrative Officer II
Zarah Ciel Nañez	Administrative Officer II
Jan Carlo Reyes	Administrative Assistant II
Annabelle Bacon	Administrative Officer II
Russell Rodriguez	Administrative Officer II
Reynon Tolentino	Administrative Officer II
Edwin Castillo	Administrative Officer II

3. Timeline of the project:

SCHEDULE	TASK	ASSIGNED TEAM
3rd week of February 2022	Conduct of Special Meeting for TWG and Plantilla Coordinators	Plantilla-Payroll Audit Team
Last week of February 2022	Reconciliation of Plantilla Data	Plantilla Audit Team and District/School Plantilla Coordinators
1st Week of March 2022	Reconciliation of Payroll Masterfile versus Plantilla Data	Payroll Audit Team
2nd Week of March 2022	Finalization of data and presentation of the project output	Plantilla-Payroll Audit Team

4. The team has the following responsibilities:

- a. Team leader and Assistant Team Leader of Plantilla Reconciliation shall coordinate with the District/School Plantilla Coordinators for the validation and reconciliation of plantilla data.
- b. Check the completeness and correctness of data after the reconciliation.
- c. Update the plantilla data after the reconciliation and inform the Team Leader of Payroll for any changes or updates.
- d. Reconcile the Plantilla Data versus the Payroll Masterfile
- e. The members of the team are required to attend a regular meeting every 1st Friday of the month.

5. All Plantilla Coordinators assigned in the districts/schools will coordinate to the members of the audit team that will facilitate the reconciliation of plantilla data.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Rme02/14/2022

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)