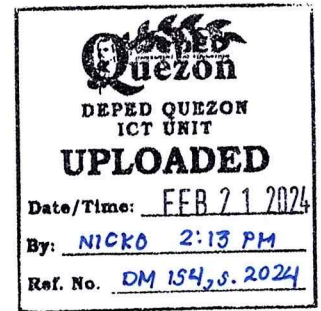




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 February 2024

DIVISION MEMORANDUM
DM No. 154, s. 2024

**ONLINE TRAINING-WORKSHOP ON DIVISION PAYROLL SERVICES USING
SUPPLEMENTARY PAYROLL MANAGEMENT SYSTEM (SPMS),
MANUAL AUDITING AND COMPLIANCE PRACTICE**

To: Assistant Schools Division Superintendents
Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In connection with the utilization of Supplementary Payroll Management System and capacitating the knowledge on handling the data-based application, manual auditing practice and awareness on the rules and guidelines relevant to supplementary payroll preparation, this Office announces the conduct of an online training/workshop for selective non-teaching personnel directly involved in the process and computation of payroll for claims and other benefits assigned in the sub-offices, districts and schools.
2. The training will be held on February 23, 2024, from 8:00 a.m. via Google Meet platform.
3. Please use the meeting link provided:

Meeting ID <http://tinyurl.com/OnlineTrainingPayrollServices>
Passcode: 475 193 124#

4. Immediate dissemination and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO/V
Schools Division Superintendent

PEREPP02/15/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Inclosure to Division Memorandum No. 154 s. 2024

LIST OF SELECTIVE PARTICIPANTS IN THE DIVISION OF QUEZON

No.	Name	Position	Assigned Station
1	MARIA DOLORES ATIENZA	ADMINISTRATIVE OFFICER V	DIVISION OFFICE
2	WENNIE O. GAELA	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE
3	ARVIN V. ZETA	ADMINISTRATIVE OFFICER IV	DIVISION OFFICE
4	EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
5	RODELIO M. ESMERNA, JR.	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
6	JAY I. DATINGGALING	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
7	JAN CARLO S. REYES	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
8	AKIMI THERESE M. ASANO	ADMINISTRATIVE ASSISTANT I	DIVISION OFFICE
9	PAUL HARVEY MARTINEZ	ADMINISTRATIVE OFFICER II	GUMACA SO
10	MARY ROSE AMOLAR	ADMINISTRATIVE OFFICER II	GUMACA SO
11	IRISH PEREZ	ADMINISTRATIVE OFFICER II	CATANAUAN SO
12	XYRILLE ELISE GAMBOA	ADMINISTRATIVE ASSISTANT II	CATANAUAN SO
13	SUZZETTE C. AVELLANEDA	ADMINISTRATIVE OFFICER II	REAL SO
14	IRISH CUETO	ADMINISTRATIVE OFFICER II	AGDANGAN
15	MARVIN JAY BOLADAS	ADMINISTRATIVE ASSISTANT II	AGDANGAN
16	HELEN MARANAN	ADMINISTRATIVE OFFICER II	ALABAT
17	ROSVYL CLAUDIA ESPOSO	ADMINISTRATIVE OFFICER II	ATIMONAN I
18	RUBY JANE SOTELO	ADMINISTRATIVE OFFICER II	ATIMONAN II
19	KENN DAVEN AMPARO	ADMINISTRATIVE OFFICER II	BUENAVISTA
20	CAYELYN MAE BULALACAO	ADMINISTRATIVE OFFICER II	BURDEOS
21	ANGELINA PITARDE	ADMINISTRATIVE ASSISTANT III	CALAUAG EAST
22	LOREZA ARAÑO	ADMINISTRATIVE OFFICER II	CALAUAG WEST
23	ESTRELLA CARIL	ADMINISTRATIVE OFFICER II	CANDELARIA EAST
24	MARY JANE MARASIGAN	ADMINISTRATIVE ASSISTANT II	CANDELARIA WEST
25	CHERIE ROSE ARANZA	ADMINISTRATIVE OFFICER II	CATANAUAN I
26	CRISTINE CABANGON	ADMINISTRATIVE OFFICER II	CATANAUAN II
27	MARIAH SUSHMITA TENORIO	ADMINISTRATIVE OFFICER II	DOLORES
28	FREDERICK JOHN MONTES	ADMINISTRATIVE ASSISTANT II	DOLORES
29	MARIANNE FORBES	ADMINISTRATIVE OFFICER II	GENERAL LUNA
30	PRIYA BUSTONERA	ADMINISTRATIVE ASSISTANT III	GENERAL NAKAR I
31	KAYDEE PROHIBIDO	ADMINISTRATIVE OFFICER II	GENERAL NAKAR II

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32	NICOLE CHITO	ADMINISTRATIVE OFFICER II	GUINAYANGAYAN N
33	JOEL PILLE	ADMINISTRATIVE OFFICER II	GUINAYANGAYAN S
34	HELEN APOHIN	ADMINISTRATIVE ASSISTANT III	GUMACA EAST
35	REYNALDO TANANG, JR.	ADMINISTRATIVE ASSISTANT III	GUMACA WEST
36	DARIEL ANAJAO	ADMINISTRATIVE OFFICER II	INFANTA
37	IANNIE MAY MANLOGON	ADMINISTRATIVE ASSISTANT III	JOMALIG
38	MARIZELLE LUNA	ADMINISTRATIVE OFFICER II	LOPEZ EAST
39	MA. KAREN DE GUZMAN	ADMINISTRATIVE OFFICER II	LOPEZ WEST
40	OLIVIA ABARICIA	ADMINISTRATIVE OFFICER II	LUCBAN
41	AMEICEL HUTALLA	ADMINISTRATIVE OFFICER II	MACALELON
42	MICHELLE V. IGNACIO	ADMINISTRATIVE OFFICER II	MAUBAN NORTH
43	LEAH SAGARINO	ADMINISTRATIVE ASSISTANT II	MAUBAN SOUTH
44	MYRA ZETA	ADMINISTRATIVE OFFICER II	MULANAY II
45	ALBERT CALINA	ADMINISTRATIVE OFFICER II	MULANAY I
46	AIREENE MORALES	ADMINISTRATIVE OFFICER II	PADRE BURGOS
47	MA. IVY MAGHIRANG	ADMINISTRATIVE ASSISTANT II	PADRE BURGOS
48	MILDRED GLORIOSO	ADMINISTRATIVE OFFICER II	PAGBILAO I
49	CZARINA GAYE MENDIOLA	ADMINISTRATIVE OFFICER II	PAGBILAO II
50	PRINCESS MARIE JOY DELA CARZADA	ADMINISTRATIVE OFFICER II	PANUKULAN
51	JENELYN LLANETA	ADMINISTRATIVE OFFICER II	PATNANUNGAN
52	KYZL AVISTADO	ADMINISTRATIVE OFFICER II	PEREZ
53	GEO LINCOLN ZOLETA	ADMINISTRATIVE OFFICER II	PITOGO
54	LERNA MAPAYE	ADMINISTRATIVE OFFICER II	PLARIDEL
55	MONALYN ORTILLANO	ADMINISTRATIVE OFFICER II	POLILLO
56	CHURCHILL SALEM	ADMINISTRATIVE ASSISTANT II	QUEZON
57	RIZA LALUNIO	ADMINISTRATIVE OFFICER II	SAMPALOC
58	ANNABELLE BACON	ADMINISTRATIVE OFFICER II	SAN ANTONIO
59	PRECIOUS KATIGBAK	ADMINISTRATIVE ASSISTANT II	SAN ANTONIO
60	REVERIE SEGUIT	ADMINISTRATIVE OFFICER II	SAN ANDRES
61	GINEVEVE MARIN	ADMINISTRATIVE OFFICER II	SAN FRANCISCO II
62	MAHALALEEL DIOLA	ADMINISTRATIVE OFFICER II	SAN FRANCISCO I
63	LAICA ARENAS	ADMINISTRATIVE OFFICER II	SAN NARCISO I
64	ALONA CURIOSO	ADMINISTRATIVE OFFICER II	SAN NARCISO II
65	MARY JOYCE NADRES	ADMINISTRATIVE OFFICER II	SARIAYA EAST
66	HANNAH FAYE LOZANO	ADMINISTRATIVE ASSISTANT II	SARIAYA EAST
67	RUSSELL RODRIGUEZ	ADMINISTRATIVE OFFICER II	SARIAYA WEST
68	MONICA MAGTIBAY	ADMINISTRATIVE ASSISTANT II	SARIAYA WEST
69	MARY ROSE PABUSTAN	ADMINISTRATIVE OFFICER II	TAGKAWAYAN I

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70	LUISITO SAN DIEGO	ADMINISTRATIVE OFFICER II	TAGKAWAYAN II
71	LILIBETH CASTILLANO	ADMINISTRATIVE OFFICER II	TIAONG II
72	VINA MARIE ADRIANO	ADMINISTRATIVE OFFICER II	TIAONG I
73	ROMMEL BARRON	ADMINISTRATIVE ASSISTANT II	UNISAN

----NOTHING FOLLOWS----

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