



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



29 January 2026

DIVISION MEMORANDUM

No. 0110, s. 2026

TECHNICAL ASSISTANCE ON ADMINISTRATIVE PAYROLL SERVICES

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

1. This Office announces the conduct of technical assistance on administrative payroll services on February 2 to 13, 2026, from 8:00 a.m. to 5:00 p.m. at the Administrative Section, Division Office.
2. Participants in this activity are the select Administrative Officer II Personnel (see attached enclosure). They are advised to bring a laptop and extension cords.
3. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
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Enclosure to DM No. 0110 s, 2026

List of Selected Administrative Officer II

No.	NAME	DATE
1	Glazel A. Capa	February 3 to 4, 2026
2	Viviana Q. Alipio	February 4, 2026
3	Mildred E. Glorioso	February 4, 2026
4	Annabelle C. Bacon	February 5 to 6, 2026
5	Yeza E. Ballestra	February 5 to 6, 2026
6	Russell S. Rodriguez	February 5 to 6, 2026
7	Edwin T. Castillo	February 9 to 10, 2026
8	Lilibeth L. Catillano	February 9 to 10, 2026
9	Reynon B. Tolentino	February 9 to 10, 2026
10	Mica Angelita T. Pasia	February 9 to 10, 2026
11	Marren A. Brucal	February 10 to 11, 2026
12	Ivy Dianne G. Pornobi	February 10 to 11, 2026
13	Cheryl O. Rodel	February 10 to 11, 2026
14	Mariah Sushmita C. Tenorio	February 10 to 11, 2026

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