



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

May 13, 2024

**DIVISION MEMORANDUM**  
No. 386 2024

**PERSONNEL ASSIGNED TO DIVISION PAYROLL SERVICES UNIT**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel

1. Per Memorandum DM-OUFDA-2019-0005 dated 31 January 2019 duly signed by Undersecretary Victoria LM. Catibog, each SDO was given five Administrative Assistant (ADAS) III items to man the payroll unit of the division to wit;

- a. Payroll-2
- b. Automatic Payroll Deductions System Verifiers-1
- c. G515 Agency Authorized Officers (AAO) and Electronic Remittance File (ERF) Handler-2

However, based on GSIS Memo Circular No. 027 s. 2021, the AAO shall bear Salary Grade 15 and above, therefore the AOV (Admin) shall act as AAO with a corresponding alternate.

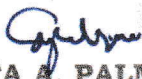
2. With the above premise, the following personnel are hereby assigned:

- a. Payroll -John Michael D. Cagara  
Monette T. Malquisto  
Jenelind R. Igana
- b. Automatic Payroll Deduction System Verifiers - Ryan I. Arizo
- c. GSIS Agency Authorized Officer - Francisco Anchojas  
Alternate AAO- Naisy M. Brosas
- d. Electronic Remittance File (ERF) Handler - Fe S. Panican

3. A Special Order shall be issued for the specific roles and functions.

4. The monitoring and supervision of the personnel in the payroll unit shall be under the Administrative Officer V (Admin) duly assisted by the Administrative Officer IV (Personnel) and the Administrative Officer II (HRMO I).

5. Immediate dissemination of this memorandum is highly enjoined.

  
**SHERLITA A. PALMA Ed.D., CESO VI**  
*OIC-Schools Division Superintendent*

To be indicated in the Perpetual Index  
Under the following subjects:

PERSONNEL

ASSIGNMENT

PAYROLL SERVICE UNIT

