

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 15, 2026


MEMORANDUM TO:

Ma. Dolores T. Cerdon, AO II
Richelle Siso, AO II
Jake Tablo, AO II
Fatima Josen, AO II
Jinky Marie R. Serduq, AO II
Jerald Sabayle, AO II
Naomi Santelices, AO II
Kristina Vivo, AO II
Aileen T. Timajo, AO II
Regine Ogena, AO II
Lanie Mendoza, AO II
Janice Gianan, AO II
Lara Melissa Tito, AO II
Ernest John Soner, AO II
Roselyn Bernardino, AO II
Rodolfo D. Morandarte Jr, AO II
Jonnel Sarmiento, AO II
Sarah Kay Sarmiento, AO II
Richelle Agapen, AO II
Lyn Antoneth Teder, AO II
Jannette Marquez, AO II
Debbie Go, AO II
Christine Louise de Leon, AO II
(Thru the PSDS/School Head)

In connection with the Orientation-Workshop on Leave Administration and Preparation of Monthly Payroll Worksheet & Report of Service (Form 7) which will be conducted on January 20-23, 2026, you are advised to attend the planning conference on January 19, 2026 8AM- 5PM at SDO-Terrace.

Travel and other incidental expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.

For guidance, and strict compliance.


MA. JEANY T. ABAYON,
Assistant Schools Division Superintendent
Officer-In-Charge, Schools Division Superintendent

Note: Please bring laptop and extension cord.



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