DepEd-Division of Catanduanes
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BY: No. 1382
DATE: NOV 20 2026 TIME: 2:15

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

November 18, 2026

DIVISION MEMORANDUM
No. 1382s. 2026

ORIENTATION-WORKSHOP ON LEAVE ADMINISTRATION AND PREPARATION OF MONTHLY PAYROLL WORKSHEET & REPORT OF SERVICE (FORM 7)

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. To capacitate the newly hired Administrative Officer II on the Leave Administration and Preparation of Monthly Payroll Worksheet & Report of Service (Form 7), an orientation-workshop will be conducted on December 2-4, 2026, 8:00 AM to 5:00 PM, at Gabaldon Building, Virac Pilot Elementary School, San Roque, Virac, Catanduanes.

2. Enclosed is the List of Participants, Indicative Training Matrix and Program Management Team.

3. Participants are advised to bring their laptops and extension cords.

4. A Division Staff Orientation Workshop for the Program Management Team will be held on November 23, 2026 (8AM to 5PM) at the SDO Terrace.

5. Travel and other incidental expenses of participants/learning facilitator shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.

6. For information, guidance, and strict compliance.

MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 1382 s. 2026

LIST OF PARTICIPANTS

NO.	NAME	SCHOOL	DISTRICT
1	DIANA S. BONAYON	Cahan ES	Bagamanoc North
2	ANGILYN G. TUNO	San Rafael ES	Bagamnoc South
3	ROSELLE O. RAZAL	Quigaray ES	Bagamanoc South
4	MANILYN T. ACUNIN	Benticayan ES	Baras North
5	JOAN E. DE LEON	Puraran ES	
6	OLIVIA L. ALCANTARA	Guinsaanan ES	
7	MA. LIZETTE T. CARRANZA	Macutal ES	
8	MARTIN GEORGE D. BELARO	Moning ES	
9	JUPHEN JUDE T. TORRENTE	Tilod ES	Baras South
10	CATHERINE F. CLAVECILLAS	Pananaogan ES	Bato East
11	MARK M. SILVESTRE	Libjo ES	
12	JOANA MAY C. SOLSONA	Dariao ES	Caramoran North
13	RIZA LYN F. IRAPAN	Panique ES	
14	JANET D. BAYUBAY	San Jose ES	
15	JELYN B. SALVIDAR	Tubli ES	
16	MARLON M. LEONA	Camburo ES	
17	GABRIEL M. VERANO JR	Guiamlong ES	Caramoran South
18	RAYMART R. BRIZO	Hitoma-Bulalacao ES	
19	JOANNA MARIE S. SAPICO	Maui ES	
20	JUVELOU D. BOTIN	Sabloyon ES	
21	IZIEL R. TANAEL	Dororian ES	Gigmoto
22	JEEZER T. TATAD,	Gigmoto CES	
23	MAY T. FERNANDEZ	Sioron ES	
24	CHARLENE MAE E. TIMUAT	Lourdes ES	Pandan East
25	JANNETH T. EMERENCIANA	Marambong ES	
26	ANGELICA R. AVILA	Porot ES	
27	LEA B. DELA ROSA	Bagawang ES	Pandan West
28	KEYYA P. ANTONIO	Caruyo ES	
29	ARLANE T. ANGELES	Alinawan ES	Panganiban
30	GLYDEL MAE V. BERNARDO	Maculiw ES.	
31	EDWARD A. BOBIER	Panay CS	
32	MARY DIANE THERESE M. CONDENO	Tibo ES	
33	GIRLIE Q. ALFON	Barihay ES	San Andres West
34	KYRA LISHA L. MANIBALE	Puting Baybay ES	
35	RAZEL T. SARMIENTO	Cabungahan ES	
36	LOI MASACHUSETTES T. SARMIENTO	Codon ES	
37	MARIA ANGELES T. SUAVISO	Hilawan ES	
38	JUDDY ANN B. AQUINO	J.M.A. (ASGAD) ES	
39	JOEFORD Y. MATIENZO	Manambrag ES	
40	RUBIE ANN E. MANLAGNIT	Tibang ES	
41	HAROLD PAUL T. BAÑAS	Alma ES	San Miguel North
42	JERLYN B. TORRENUEVA	Mabato CES	
43	JACKIELOU C. BORJAL	Pacogon ES	
44	LEO CHARLIE M. CHAVEZ	San Marcos ES	
45	MARRY JOY F. VALLES	Caglatawan ES	

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46	SARAH JANE T. BERNAL	Tobrehon ES	San Miguel North
47	MADELYN T. MENDOZA	Tucao PS	
48	ROSE C. TUAZON	Patagan ES	San Miguel South
49	JONNA E. GALOSA	Batohonan ES	Viga East
50	JONEL B. VALDERRAMA	Soboc ES	
51	JOEMARIE B. AGUINILLO	Quirino ES	
52	JOHN PAUL T. SORRETA	Villa Aurora ES	
53	DIANE MAY T. TUSI	P. Vera ES	Viga West
54	LUZ ANDREA O. OLONAN	Viga CES	
55	LANNY C. BENAVIDEZ	Bagamanoc RDHS	
56	BENROSEL B. TUBICE	Caramoran RDHS	
57	KRISTINE S. MILLON	Caramoran SF	
58	ERIC B. SAMUDIO	Baras RDHS	
59	YVETTE T. FORTADES	Leandro I Verceles Sr. HS	
60	SHANNAH V. TEOPE	PSAT	
61	ZENETH A. SOLMIANO	Gigmoto RDHS	
62	JOHN RAYMOND O. TURA	Panganiban NHS-CAIC	
63	MA. ANDREA C. VERA	SAVS	
64	JEANE FRANCINE A. DONCILLO	Calatagan HS	
65	JOECELETTE A. TABLATE	San Miguel RDHS	

INDICATIVE TRAINING MATRIX

Time	Activity	Person In-Charge/Resource Person
Day 1		
7:30-8:00	Registration	Program Management Team
8:00-9:00	Opening Program	
9:00-9:30	Government Office Hours & DepEd Order No. 4 s. 2025	Eva S. Tolentino Administrative Officer V
9:30-10:45	Omnibus Rules on Leave	Marichelle B. Llave Administrative Officer IV
10:45-12:00	Filling Out of Forms (CS Form 6, Pass Slip, Locator Slip, Travel Authority, Return To Duty)	Fatima F. Joson Administrative Officer II
Lunch Break		
1:00-2:30	Compensatory Overtime Credit & Compensatory Time Off	Jinky Marie T. Serduar Administrative Officer II
2:30-3:45	Monetization of Leave Credits	Carmela C. Molod Administrative Officer II
3:45-5:00	DepEd Order No. 13 s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers)	Al Francis B. Mendez Administrative Officer II
Day 2		
8:00-9:00	Management of Learning	Program Management Team
9:00-10:30	Recording of Leave Application to Leave Card	Cristy Ann F. Cardiño Administrative Officer II
10:30-12:00	Encoding/recording of leave applications to digital leave card	Melody R. Taller Administrative Assistant III
Lunch Break		
1:00-2:30	Updating of Service Record	Ma. Dolores T. Cerdon

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		Administrative Officer II
2:30-5:00	Preparation of Form 7	Jannette S. Marquez Administrative Officer II
Day 3		
8:00-9:00	Management of Learning	Program Management Team
9:00-10:30	Computation of Step Increment/Loyalty Pay/Maternity Pay/Salary Adjustment, Stoppage, Deduction and Adjustment	April A. Manderson Administrative Officer II
10:30-12:00	Automatic Employee Benefit Management System (AEBMS)	
Lunch Break		
1:00-4:00	Workshop on AEBMS	Melody Taller Administrative Assistant III
4:00-5:00	Closing Program	Program Management Team

PROGRAM MANAGEMENT TEAM

1	Eva S. Tolentino	AO V	Logistic Manager
2	Marichelle B. Llave	AO IV	Training Manager
3	April A. Manderson	AO II	Learning Facilitator
4	Fatima F. Joson	AO II	Learning Facilitator
5	Jinky Marie T. Serduar	AO II	Learning Facilitator
6	Cristy Ann F. Cardiño	AO II	Learning Facilitator
7	Melody R. Taller	ADAS III	Learning Facilitator
8	Ma. Dolores T. Cerdon	AO II	Learning Facilitator
9	Carmela C. Molod	AO II	Learning Facilitator
10	Al Francis B. Mendez	AO II	Learning Facilitator
11	Virgilio J. Molina, Jr.	ADAS III	Support Staff
12	Kenneth R. Postrado	JO	

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