



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

May 12, 2026

DIVISION MEMORANDUM  
No. 344, s. 2026

**ORIENTATION ON THE ROLES AND FUNCTIONS OF ADMINISTRATIVE OFFICERS IN  
PAYROLL SERVICE PROCESSES (IUs and NON-IUs)**

To: Assistant Schools Division Superintendent  
Division Office Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the proposed Downloading of Payroll Services in the Schools Division Office of Tagbilaran City, this Office is directing the School Administrative Officers II (IUs and Non-IUs) to attend the Orientation on the **Roles and Functions of Administrative Officers in Payroll Service Processes** at **Tagbilaran City Central Elementary School (TCCES) Library** on **May 18, 2026**, which will start at **8:00 o'clock in the morning**.
2. Participants are requested to bring the following:
  - Form 7
  - DTR with complete attachments for March 2026 (Random at least 10 teaching and non-teaching personnel with late, undertime, personal leave without pay, maternity leave, etc.)
  - Laptop and extension wire
3. Participants are required to have active DepEd email for the online e-Form7.
4. A registration of Php 500.00 will be collected to cover meals and snacks which shall be charged to School MOOE for participants coming from schools and Division MOOE for participants coming from the Division Office, subject to the usual accounting and auditing rules and regulations. Attached is the list of participants for reference.
5. Immediate dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>

### LIST OF PARTICIPANTS

	<b>SCHOOLS</b>	<b>ADMINISTRATIVE OFFICER II</b>
1	BOOL ELEMENTARY SCHOOL	JENNIFER B. SARIGUMBA
2	BOOY ELEMENTARY SCHOOL	MARY MELODY G. OCON
3	BOOY SOUTH ELEMENTARY SCHOOL	SHERRY LYN S. DULALAS
4	CABAWAN ELEMENTARY SCHOOL	ANNA MAE C. BELLEZAS
5	CITY EAST ELEMENTARY SCHOOL	JAN IRIS JANE T. BAUGBUG
6	COGON ELEMENTARY SCHOOL	JAMES CARLO C. CUANAG
7	DAMPAS ELEMENTARY SCHOOL	RETCHEL T. SUMAMPONG
8	DAO ELEMENTARY SCHOOL	FATIME MELODY P. INGLES
9	EASTERN COGON ELEMENTARY SCHOOL	MARECYL D. MAR
10	MANGA ELEMENTARY SCHOOL	AIREEN T. CIRUELA JD
11	MANSASA ELEMENTARY SCHOOL	LAURA T. DOMINGO
12	SAN ISIDRO ELEMENTARY SCHOOL	MARY JUNE KAREN G. GELOMIO
13	TAGBILARAN CITY CENTRAL ELEMENTARY SCHOOL	IAN SUMAYLO
14	TAGBILARAN CITY CENTRAL SCHOOL SPED CENTER	CESARIA JUDITH T. DIGAL
15	TALOTO ELEMENTARY SCHOOL	EASTER SUNDAY P. MUYCO
16	TIPTIP ES	GRACE A. RIOS
17	UBUJAN ELEMENTARY SCHOOL	MARICEL A. GALAN

	<b>SECONDARY SCHOOLS</b>	<b>ADMINISTRATIVE OFFICER II</b>
18	CITY OF TAGBILARAN NATIONAL HIGH SCHOOL	NICANOR S. CLAVICILLAS
19	COGON HIGH SCHOOL-EVENING CLASS	ANTONETTE OGUIS
20	DR. CECILIO PUTONG NATIONAL HIGH SCHOOL-SHS	HILARIA E. HORA
21	HEARING IMPAIRED	MAY JEAN E. CURIBA
22	MANGA NATIONAL HIGH SCHOOL	KARYL ANAFE P. MANLANGIT
23	MANSASA NATIONAL HIGH SCHOOL	RAQUEL M. ARABACA
24	SAN ISIDRO NATIONAL HIGH SCHOOL	JERELYN T. TUMABANG
25	TALOTO NATIONAL HIGH SCHOOL	RONILO B. CAÑEDO
26	TAGBILARAN CITY SCIENCE HIGH SCHOOL	DINAH A. BUSTAMANTE

	<b>DIVISION OFFICE</b>	
27	WILFREDA D. BONGALOS PhD, CESO V	SDS
28	JOHN ARIEL A. LAGURA PhD	ASDS
29	AQUILINO T. MILAR JR. PhD	Administrative Officer V
30	BRENDALOU D. ARANCANA JD	Administrative Officer IV
31	JOANALLI O. INTIA	Administrative Officer II
32	MARIANNE P. CALIPES	Administrative Assistant III
33	ELAINIE C. CENTINO	Administrative Assistant III
34	MARIA MAXIMINA L. BABIANO	Administrative Assistant III