



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

**Office of the Schools Division
Superintendent**

May 14, 2026

DIVISION MEMORANDUM
No. 352 , s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 344, S 2026 TITLED:
ORIENTATION ON THE ROLES AND FUNCTIONS OF ADMINISTRATIVE
OFFICERS IN PAYROLLSERVICE PROCESSES (IUs and Non-IUs)**

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

1. This Addendum is hereby issued to supplement Division Memorandum No 344s. 2026 with the following updates:

Additional Resource Person

In addition to the previously designated resource persons, Ms. Trisha Ann Taguisa Administrative Aide VI, personnel of the Division Office, is hereby included as one of the resource persons for the Leave of Absences /Form 6. The inclusion of the above – mentioned resource person is to standardize document for requesting and approving leave of absence while verifying an employee's remaining leave credits and ensuring compliance with Civil Service Rules.

2. All other provisions stated in DM No. 344, s. 2026 not emphasized in this memorandum are still in effect.
3. Immediate dissemination of this Memorandum is desired.
4. Please see attached Program Matrix for your reference.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent &

WDB//JAAL/ADMIN /ATM/JPG



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PROGRAM MATRIX

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

May 18, 2026

Tagbilaran City Central Elementary School

7:30 - 8:30 a.m.	Arrival / Registration	
8:30 - 9:00 a.m.	Preliminary Activity	
9:00 a.m. - 12:00 p.m.	Statement of Purpose	DR. AQUILINO T. MILAR JR. JD <i>Administrative Officer V</i>
	Acknowledgement of Participants and Welcome Remarks	DR. BRENDA LOU D. ARANCANA JD, REA <i>Administrative Officer IV, HRMO</i>
	*DTR Matters	JOANALLI O. INTIA <i>Administrative Officer II, Payroll</i>
	*Healthbreak	
	*Leave of Absences / Form 6	TRISHA ANN TAGUISA <i>Administrative Aide IV, Personnel</i>
	*Workshop Form 7	MARIANNE P. CALIPES <i>Administrative Assistant III, Payroll</i>
1:00 - 5:00 p.m.	*NOSI/NOSA/Payroll Inclusion	ELAINIE C. CENTINO <i>Administrative Assistant III, Payroll</i>
	*CLP / Retirement	MARIA MAXIMINA L. BABIANO <i>Administrative Assistant III, Payroll</i>
	*Other Issues and Concerns / Open Forum	JOANALLI O. INTIA <i>Administrative Officer II, Payroll</i>