



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

**Office of the Schools Division
Superintendent**

August 13, 2026

DIVISION MEMORANDUM
No. 658 , s. 2026

TECHNICAL ASSISTANCE ON DIVISION PAYROLL SYSTEM IMPLEMENTATION

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

1. In line with the implementation of Payroll Services in the Schools Division Office of Tagbilaran City, this Office is directing the Payroll Services Team and the Accounting Team to attend the technical assistance activity by the Regional Office on August 13, 2026.
2. This activity is aimed to:
 - a. provide technical assistance to the division personnel on the payroll system;
 - b. enhance the capability of personnel in implementing and maintaining the division payroll system; and
 - c. point out the importance of paying attention to details in the given technical assistance to achieve quality and efficiency in the implementation of payroll services.
3. Expenses relative to the activity shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations. Attached is the list of participants for this activity.
4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

PARTICIPANTS TO THE ACTIVITY:

NAME	POSITION
Wilfreda D. Bongalos PhD, Ces0 V	Schools Division Superintendent
John Ariel A. Lagura PhD	Asst. Schools Division Superintendent
Aquilino T. Milar Jr PhD, JD	Administrative Officer V
Brendalou D. Arancana PhDM, JD, REA	Administrative Officer IV
Joanalli O. Intia	Administrative Officer II
Marianne P. Calipes	Administrative Assistant III
Elainie C. Centino	Administrative Assistant III
Maria Maximina L. Babiano	Administrative Assistant III
Jasmin B. Garlet	Administrative Assistant III
Christine C. Saraum	Administrative Assistant III
Trisha Ann Taguisa	Administrative Aide VI
Rosalie A. Tambis	Administrative Assistant III
Rey Kallen Rapirop	Administrative Assistant III
Marilou C. Bedrijo	Administrative Assistant III
Kent Chadric Evasco	Administrative Assistant II
Beverly Bagolos	Administrative Assistant III
John Christian Capon	Administrative Officer IV
Japhet Revereal	Administrative Officer IV
Eric A. Jandayan	Administrative Officer II
Annalyn G. Saraum	Administrative Aide VI