

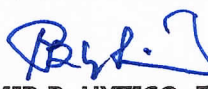
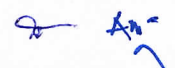


Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



MEMORANDUM
OM-2020- **020**

TO: **Ms. EVA D. ROSALES**, Administrative Officer V
Ms. EVELYN G. CAMILA, Administrative Officer IV
Ms. WEDLYN P. ABALORIO, Teacher Credentials Evaluator II
Mr. NERIO CLENTON R. AREGLADO, Administrative Officer II
Ms. JANICE C. DELOPERE, Administrative Officer II
Ms. MARIA EVA A. CEZAR, Administrative Assistant II
Mr. BIENVENIDO U. SUMAPIG, Administrative Assistant II
Ms. QUEENNIELYN C. YU, Administrative Aide VI
Mr. JOSE H. BUSTAMANTE, Administrative Aide III
Ms. ED KATHELEN Q. GARCIA, Contract of Service Employee
Ms. REMEDIOS L. ALEJANDRO, Administrative Assistant V
Ms. MILGRACE A. GADDI, Administrative Aide VI
Ms. MARIA CYNTHIA A. TUAZON, Administrative Assistant II
Ms. NENITA D. MALQUISTO, Administrative Aide VI
Ms. FERNANDA L. DE LA CRUZ, Administrative Aide VI
Ms. JUDITHA P. ANTIDO, Administrative Aide VI
Mr. JOSELITO E. ENRIQUEZ, Administrative Aide VI
Mr. REGIN T. VIRTUDES, Administrative Aide III

FROM: 
RAMIR B. UYTICO, Ed.D., CESO IV
Director IV 

SUBJECT: **DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION AND PERSONNEL SECTION EMPLOYEES**

DATE: January 24, 2020

1. For maximum efficiency and effectiveness in the delivery of services, the Administrative Division and Personnel Section employees are expected to deliver/perform their specific duties and functions necessary for the achievement of the section's Key Results Areas (KRAs). (Please see attached list).
2. Payroll Services staffs have been issued Regional Memorandum No. 889, s. 2019 on their assignments as encoders/incharge of payroll system/program.
3. Performance rating of concerned employees will be based on the delivery of their respective duties and functions and other related tasks.
4. For information, guidance and compliance.





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DUTIES AND FUNCTIONS OF ADMINISTRATIVE DIVISION AND PERSONNEL SECTION
EMPLOYEES WITH TIMELINE AND MEANS OF VERIFICATION (MOVs)

NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOVs)
1	Hiring Process	Eva D. Rosales/Evelyn G. Camila/Wedlyn P. Abalorio	2 months	Approved Appointment
2	Application for Retirement/Survivorship/Disability Benefit Process	All Personnel Section Staffs	2 hours	Approved indorsement to GSIS
3	Request for Transfer of Station Process	All Personnel Section Staffs	3 days	Approved indorsement to SDO/RO Concerned Personnel
4	Application for Transfer of Plantilla Item Process	All Personnel Section Staffs	3 days	Approval Indorsement to DBM
5	Application for Permit to Teach Process	All Personnel Section Staffs	3 days	Approval indorsement to SDO/RO Concerned Personnel
6	Application for Permit to Study Process	All Personnel Section Staffs	3 days	Approval indorsement to SDO/RO Concerned Personnel
7	Application for Permit to Travel Abroad on Official Business or Official Time Process	All Personnel Section Staffs	2 months	Approved indorsement to CO
8	Application for Permit to Travel on Personal Business Process	All Personnel Section Staffs	2 months	Approved indorsement to CO



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOVs)
9	Reclassification of Teaching Position Process	Evelyn G. Camila - Baybay City/Biliran/Borongan City/Eastern Samar; Eva D. Rosales - Calbayog City/Catbalogan City; Bienvenido U. Sumapig/Maria Eva A.	5 days	Approved indorsement to DBM
10	Reclassification of School Head Position Process	Cezar - Leyte/Ormoc City; Wedlyn P. Abalorio - Northern Samar; Nerio Clenton R. Areglado - Samar; Queennielyn C. Yu/Janice Delopere - Maasin City/Southern Leyte/Tacloban City	5 days	Approved indorsement to DBM
11	Upgrading of Position Thru Equivalent Record Form (ERF) Process		5 days	Approved indorsement to DBM
12	Conversion of Item Process	All Personnel Section Staffs	3 days	Approval Indorsement to DBM
13	Authority to Travel Outside Region VIII (Travel Order) Process	Queennielyn C. Yu/Janice C. Delopere/Ed Kathelen Q. Garcia	3 days	Electronic Logsheet of Travel Order
14	Cancellation/Rescheduling/Deferment of Approved Travel Abroad Process	All Personnel Section Staffs	3 days	Approved indorsement to SDO/RO Concerned Personnel Approved
15	Application for Study Leave Process	All Personnel Section Staffs	3 days	indorsement to SDO/RO Personnel Concerned
16	Application for Leave of Absence (Form 6) of Schools Division Superintendents (SDS) and Assistant Schools Division Superintendents (ASDS)	Queennielyn C. Yu/Ed Kathelen Q. Garcia/Janice C. Delopere	3 days	Electronic Logsheet of Form 6
17	Issuance of Certificate of Appearance Process	All Personnel Section Staffs	30 minutes	Logsheet for CA



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOV's)
18	Signing of Philhealth Form Process	All Personnel Section Staffs	30 minutes	Logsheets for Philhealth
19	Confirmation of GSIS Loan Process	Eva D. Rosales/Elizabeth E. Caboboy	30 minutes	Copy of payslip/Online Report
20	Provident Fund Loan Application for Regional Office Employees Process	Ed Kathleen Q. Garcia/Queennielyn C. Yu/Janice C. Delopere	3 days	Record of Voucher to FD
21	Provident Fund Loan for Schools Division Employees Process	Ed Kathleen Q. Garcia/Queennielyn C. Yu/Janice C. Delopere	3 days	Approved indorsement to SDO
22	Issuance of Service Records Process	Bienvenido U. Sumapig/Nerio Clenton R. Areglado	8 hours	Signed service record
23	Issuance of Certificate of Employment Process	Bienvenido U. Sumapig/Nerio Clenton R. Areglado	8 hours	Signed certificate of employment
24	Issuance of Notice of Salary Adjustment (NOSA) Process	Bienvenido U. Sumapig/Nerio Clenton R. Areglado	5 days	Approved NOSA
25	Grant of Certificate for Compensatory Overtime Credit (COC) Process	Wedlyn P. Abalorio/Janice C. Delopere	3 days	Approved COC
26	Application for Leave of Absence (Form 6) Process	Bienvenido U. Sumapig/Nerio Clenton R. Areglado/Maria Eva A. Cezar	3 days	Approved Form 6
27	Issuance of Notice of Step Increment (NOSI) Process	Bienvenido U. Sumapig/Eva D. Rosales	5 days	Approved NOSI



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOVs)
28	Grant of Loyalty Benefit Process	Bienvenido U. Sumapig/Eva D. Rosales	2 weeks	Approved Loyalty Matrix; Record of Voucher to FD
29	Application for Monetization of Leave Credits Process	Bienvenido U. Sumapig/Nerio Clenton R. Areglado	30 days	Approved Form 6; Record of Payroll to FD
30	Preparation of Agency Remittance Advice (ARA) Process	Eva D. Rosales/Elizabeth E. Caboboy	30 days	email sent to GSIS
31	Online Updating of Personnel Service Itemization and Plantilla of Personnel (PSIPOP) Process	Eva D. Rosales/Nerio Clenton R. Areglado	30 days	online PSIPOP
32	Updating of Bureau of Internal Revenue (BIR) Exemption Process	Bienvenido U. Sumapig/Janice C. Delopere	3 days	Letter to BIR
33	Updating of Human Resource Development Information System (HRDIS) Process	Eva D. Rosales/Nerio Clenton R. Areglado	30 days	updated HRDIS
34	Career Executive Service Performance Evaluation System (CESPES) Process	Eva D. Rosales/Wedlyn P. Abalorio	every 3rd Quarter of the year	online update of Ratee Information
35	Posting of Philhealth Payment Online Process	Eva D. Rosales/Queennielyn C. Yu/Janice Delopere	every 20th of succeeding month	payment posted online
36	Preparation of Appropriate Action on Incoming Communication Process	All Personnel Section Staffs	5 days (simple); 10 days (complex)	Approved indorsement, letter, memoranda, advisory, special order, etc.



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOV's)
37	Submission of Daily Time Record (DTR) Process	Wedlyn P. Abalorio/Maria Eva A. Cezar	every 10th of the month	Transmittal to COA
38	Consolidation of Statement of Assets, Liabilities and Networth (SALN) Process	Maria Eva A. Cezar/Ed Kathelen Q. Garcia	every 30th of June	Transmittal to Ombudsman/File copy of SALN
39	Preparation of Report on Appointment Issued (RAI) Process	Wedlyn P. Abalorio/Eva D. Rosales	within 30 days from the date of assumption to office	Transmittal to CSC/File copy of RAI
40	Preparation of Report on Accession and Separation Process	Wedlyn P. Abalorio/Eva D. Rosales	within 30 days from assumption or separation	Transmittal to CSC/File copy of the report
41	Inventory of Government Human Resource System (IGHRS)	Eva D. Rosales/Wedlyn P. Abalorio	within 30 days from effectivity of changes	Online update
42	Preparation of Report on Employees Going Out With Pass Slip on Personal Business Process	Wedlyn P. Abalorio/Janice C. Delopere	every 15th of the following month	Summary Report
43	Preparation of Report on Employees Going Out Without Pass Slip	Wedlyn P. Abalorio/Janice C. Delopere	every 15th of the following month	Summary Report
44	Preparation of Monthly Payroll Worksheet and Report of Service (Form 7) Process	Wedlyn P. Abalorio/Janice C. Delopere	every 20th of the succeeding month	Form 7



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOV's)
45	Recording of Employees' Attendance Process	Bienvenido U. Sumapig/Wedlyn P. Abalorio/Maria Eva A. Cezar	every end of the month	DTR; Logsheet
46	Tabulation of Customer Satisfaction Survey Process	Wedlyn P. Abalorio/Jose H. Bustamante	within 2 weeks of the succeeding month	Summary Report
47	Hiring of Contract of Service Employees Process	Eva D. Rosales/Wedlyn P. Abalorio/Ed Kathelen Q. Garcia	1 week	Signed Contract
48	Payment of Terminal Leave Benefit Process	Bienvenido U. Sumapig/Queennielyn C. Yu/Janice C. Delopere	30 days	Memo to FD
49	Preparation of Employees Payroll Process	Remedios L. Alejandro; Maria Cynthia A. Tuazon; Nenita D. Malquisto; Fernanda L. De la Cruz; Juditha P. Antido; Joselito E. Enriquez; Regin T. Virtudes; Milgrace A. Gaddi; Nerio Clenton R. Areglado	every 10th to 20th of the month	Certification of Salary release
50	Preparation of Clearance from Money Accountability or Overpayment of Salary Process		45 minutes	Signed clearance
51	Preparation of Monthly Remittance Process		every 10th of the succeeding month	Logbook of voucher to finance
52	Preparation of Monthly Feedback on Actions Taken Relative to Payroll Concerns Process		every 10th of the succeeding month	Signed Feedback
53	Loan Verification Process		every 1-2pm (Monday-Friday)	verified loan via email
54	Provision of Database Files to Schools Division Offices Process		every 19th to 21st of the month	email sent to SDOs



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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOV's)
55	Monitoring of Flag Raising/Retreat Attendance	Evelyn G. Camila/Ed Kathelen Q. Garcia	every Monday and Friday morning	Attendance sheet
56	Updating of 201 File	Maria Eva A. Cezar/Wedlyn P. Abalorio/Queennielyn C. Yu/Janice C. Delopere	everytime there is/are changes in personal information, designation, updated PDS/service records/TOR/eli gibility, NOSI, NOSA, etc.)	201 File
57	Incharge of Procurement Processes	Wedlyn P. Abalorio/Janice C. Delopere/ Queennielyn C. Yu/Milgrace A. Gaddi	as the need arises	copy of Purchase Requests
58	Incharge of Receiving, Releasing, Recording, and Filing	Queennielyn C. Yu/Janice C. Delopere/Ed Kathleen Q. Garcia; Milgrace A. Gaddi (for payroll services)	everyday	Electronic logsheet
59	Document Controller of All Personnel Related Documents both soft and hard files	Queennielyn C. Yu/Janice C. Delopere	everyday	Files/Document Tracking
60	Documenter of Personnel-Related Activities (Meetings/Conferences,etc.)	Queennielyn C. Yu/Nerio Clenton R. Areglado	as the need arises	attendance sheet; minutes of meetings; pictures




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NO.	PROCESSES	RESPONSIBLE PERSONS	TIMELINE	MEANS OF VERIFICATION (MOVs)
61	Reproduction of Forms/Templates	Ed Kathleen Q. Garcia/Maria Eva A. Cezar/Jose H. Bustamante	as the need arises	copy of forms/templates
62	Encoding of Individual Leave Cards	Bienvenido U. Sumapig (A-C); Janice C. Delopere (D-F); Wedlyn P. Abalorio (G-L); Queennielyn C. Yu (M-P); Eva D. Rosales (R-T); Nerio Clenton R. Areglado (U-Z)	January to March 2020	Print out of Individual Leave Cards
63	Assistance/Preparation of necessary documents/logistics during Seminars, Conferences, Meetings, etc.	All Personnel Section Staffs	as the need arises	attendance sheet; minutes of meetings; pictures
64	Workplace Improvement and other related tasks	All Personnel Section Staffs	daily	improved workplace

Prepared by:


EVA D. ROSALES
 AO V, Personnel

Noted:


MERCEDES D. SARMIENTO
 OIC-Chief, Administrative Division



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