



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 2, 2024

REGIONAL MEMORANDUM

No. **01**, 2024

ASSIGNMENT OF PAYROLL INCHARGE FOR CALENDAR YEAR 2024

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

- 1. Effective January 2024, the Regional Payroll In-charge are hereby assigned as follows:

NAME OF PAYROLL INCHARGE	DIVISION/SCHOOL	DIVISION CODE	NUMBER OF EMPLOYEES as of December 2023
Fernanda L. De la Cruz	Biliran (Elem)	142	1464
	Biliran (JHS)	142	434
	Biliran (SHS)	142	269
	Leyte III (Elem)	106	1870
	Maasin City (Elem)	285	666
	Maasin City (JHS)	285	295
	Maasin City (SHS)	285	74
<i>Sub-Total</i>			5072
Joselito E. Enriquez	Borongan City (Elem)	403	572
	Borongan City (JHS)	403	114
	Borongan City (SHS)	403	147
	Eastern Samar (Elem)	064	3592
	Eastern Samar (JHS)	064	1016
	Eastern Samar (SHS)	064	556
<i>Sub-Total</i>			5997
Regin T. Virtudes	Samar (Elem)	063	4744
	Samar (JHS)	063	1602
	Samar (SHS)	063	666
	Regional Office	001	121
<i>Sub-Total</i>			7133



Remedios L. Alejandro	Leyte I (Elem)	027	6397
	Leyte II (Elem)	105	2270
	<i>Sub-Total</i>		8667
Judith P. Antido	Catbalogan City (Elem)	401	752
	Catbalogan City (JHS)	401	151
	Catbalogan City (SHS)	401	152
	Catbalogan City NCHS	401	57
	Leyte (JHS)	027	4350
	Leyte (SHS)	027	1589
	<i>Sub-Total</i>		7051
Maria Cynthia A. Tuazon	Northern Samar (Elem)	045	5435
	Northern Samar (JHS)	045	1499
	Northern Samar (SHS)	045	867
	<i>Sub-Total</i>		7801
Milgrace A. Gaddi	Ormoc City (Elem)	096	1325
	Ormoc City (JHS)	096	467
	Ormoc City (SHS)	096	247
	Tacloban City (Elem)	097	1276
	Tacloban City (JHS)	097	150
	Tacloban City (SHS)	097	219
	<i>Sub-Total</i>		3684
Albert B. Avila	Regional Office Special Payrolls/In-charge of Consolidation of Payroll-related reports		
TOTAL			45405

3. The Schools Division Offices are advised to coordinate with their assigned Regional Payroll In-charge on matters relative to payroll concerns.

3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosure: None

Reference: RM No. 002 s2023

To be indicated in the Perpetual Index under the following subjects:

ASSIGNMENT

PAYROLL INCHARGE

AD-PS-EDR



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