



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

September 24, 2024

OFFICE MEMORANDUM

AD-2024- 491

REASSIGNMENT OF PAYROLL INCARGE

To: Regional Functional Division Chiefs
Regional Payroll Incharge
All Others Concerned

1. Due to the downloading of payroll processing to the ten (10) Schools Division Offices and in view of the compulsory retirement of two (2) payroll incharge, the following personnel are hereby reassigned effective **October 2024**, as follows:

Name	Assignment
Regin T. Virtudes	Regional Office and Leyte I (Elementary)
Milgrace A. Gaddi	Leyte II and III (Elementary); RO Contract of Service Employees' Payroll
Juditha P. Antido	Leyte Junior High School and Senior High School
Joselito E. Enriquez	Samar and Eastern Samar
Albert B. Avila	Special Payrolls (RATA, Load, Salary Differentials, First Salary, etc.)
Roland Gil T. Carasco	Maintenance of Googlesheet for Payroll Concerns; Remittances

2. This additional assignment does not entail additional compensation and shall continue to be effective until further advice from this Office.
3. Please be guided accordingly.


EVELYN R. FETALVERO CESO III
Regional Director

AD-PS-EDR



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