



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

October 25, 2024

OFFICE MEMORANDUM
AD-2024- **557**

UPDATED ASSIGNMENT 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 **November 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 Employee's Payroll
Juditha P. Antido	Samar and Focal Person for Payroll Services
Joselito E. Enriquez	Eastern Samar and Leyte (Secondary & Senior High School)
Albert B. Avila	Special Payrolls (RATA, Load, Salary Differentials, First Salary, etc.)
Roland Gil T. Carasco	Maintenance of Google Sheet for Payroll Concerns, Remittances, and RO Contract of Service Employee's Payroll

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-COZ

