



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

April 28, 2026

OFFICE MEMORANDUM

AD-2026- **214**

**UPDATED DUTIES AND FUNCTIONS OF THE
PERSONNEL SECTION STAFF**

To: **Ms. EVA D. ROSALES**, Administrative Officer V
Ms. CHONA O. ZABALA, Administrative Officer IV
Ms. WEDLYN P. ABALORIO, Teacher Credentials Evaluator II
Ms. QUEENNIELYN C. YU, Administrative Officer II
Mr. ARIEL CRAIG P. MARTEJA, Administrative Aide VI
Ms. MILGRACE A. GADDI, Administrative Aide VI
Ms. FERNANDA L. DE LA CRUZ, Administrative Aide VI
Mr. JOSELITO E. ENRIQUEZ, Administrative Aide VI
Ms. BERNARDITA M. DOCENA, Administrative Aide VI
Mr. REGIN T. VIRTUDES, Administrative Aide III
Mr. HEINZ DEAN E. REYNERA, Contract of Service

1. In light of the retirement and/or transfer of certain personnel, and to maintain optimum efficiency and effectiveness in the service delivery, the duties and functions of the Personnel Section Staff have been updated as detailed in the attached enclosure.
2. For information, guidance, and compliance.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



Enclosures: Duties and Functions of Personnel Section Employees

References: None

To be indicated in the Perpetual Index under the following subjects:
PERSONNEL SECTION EMPLOYEES DUTIES & FUNCTIONS

AD-PS-COZ



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	<i>CLMD & ESSD</i>	Chona O. Zabala	Queennielyn C. Yu
	j. Preparation of Report on Appointment Issued (RAI)	Chona O. Zabala	Queennielyn C. Yu
	k. Preparation of Report on Accession and Separation	Chona O. Zabala	Queennielyn C. Yu
	l. Preparation of Report on Employees Going Out with Pass-Slip on Personal Business Process	Chona O. Zabala	Queennielyn C. Yu
	m. Preparation of Report on Employees Going Out without Pass Slip	Chona O. Zabala	Queennielyn C. Yu
	n. Report on Employees Going out with Locator Slip	Chona O. Zabala	Queennielyn C. Yu
	o. Report on Employees not in Official Uniform or Without ID Cards	Chona O. Zabala	Queennielyn C. Yu
	p. Recording of Employees' Attendance/Biometric Enrolment & Printing	Ariel Craig P. Marteja	Regin T. Virtudes
	q. Hiring of Contract of Service	Eva D. Rosales	Chona O. Zabala
	r. Consolidation of Personal Data Sheet (PDS)	Ariel Craig P. Marteja	Eva D. Rosales
	s. Preparation of Payroll for RATA and Communication (Load)	Queennielyn C. Yu	Ariel Craig P. Marteja
	t. Preparation of Payroll for Contract of Service Employees	Milgrace A. Gaddi	Regin T. Virtudes
	u. Monitoring of Flag Raising/Retreat Attendance	Ariel Craig P. Marteja	Bernardita M. Docena
	v. Creating and Updating of 201 File	Queennielyn C. Yu	Chona O. Zabala
11.	Personnel Inventory		
	a. Online Process on Personal Services Itemization and Plantilla of Personnel (PSIPOP)	Eva D. Rosales	Queennielyn C. Yu
	b. Updating of Human Resource Development Information System (HRDIS)	Queennielyn C. Yu	Eva D. Rosales
	c. Inventory of Government Human Resource System (IGHRS)	Eva D. Rosales	Chona O. Zabala
12.	Automatic Payroll Deduction System (APDS) Management		
	a. Referral Letter to Private Lending Institution	Eva D. Rosales	Regin T. Virtudez
	b. Verification of Loan Applications of DepEd Borrowers under the Automatic Payroll Deduction System (APDS)	Eva D. Rosales	Chona O. Zabala/ Queennielyn C. Yu/ Milgrace A. Gaddi/ Regin T. Virtudes
13.	Personnel Performance Management		
	a. Consolidation of IPCRF	Ariel Craig P. Marteja	Eva D. Rosales
	b. Career Executive Service Performance Evaluation System (CESPES)	Eva D. Rosales	Wedlyn P. Abalorio
14.	Other Related Tasks		
	a. Procurement (from preparation of Purchase Request up to payment of supplier)	Milgrace A. Gaddi	Ariel Craig P. Marteja
	b. Receiving, Recording, and Filing of all documents	Fernanda L. De la Cruz	Bernardita M. Docena
	c. Releasing, Recording, and Filing of all documents	Bernardita M. Docena	Fernanda L. De la Cruz

Enclosure 1 to Office Memorandum 214 s. 2026**Updated Duties and Functions of Personnel Section Employees**

No.	Processes	Action Officer	Alternate
1.	Recruitment, Selection, and Appointment	Chona O. Zabala	Wedlyn P. Abalorio/ Queennilyn C. Yu
2.	Request for Transfer from one station to another	Fernanda L. De la Cruz	Queennielyn C. Yu
	Request for Staffing Modification: (Realignment, Retitling, and Conversion of Items, Reclassification of Teaching and School Principal Positions Across all Levels under the Expanded Career Progression System)		Division Assignment
		Milgrace A. Gaddi	Baybay City and Biliran
		Queennielyn C. Yu	Borongan City and Calbayog City
		Ariel Craig P. Marteja	Catbalogan City and Tacloban City
		Wedlyn P. Abalorio	Eastern Samar, Leyte, and Samar
		Chona O. Zabala	Maasin City and Northern Samar
		Eva D. Rosales	Ormoc City and Southern Leyte
3.	<p>Main Tasks:</p> <ul style="list-style-type: none"> Ensure that each name of applicant is properly recorded in the reclassification tracking system. Evaluate reclassification documents vis-à-vis the qualification standards per DO 19, s. 2025 and required documents per RM 113, s. 2026. Prepare indorsement to DBM, if in order and officially return to SDO, if not. Facilitate release of approved reclassification to DBM. Secure complete file copies of released indorsement to DBM and other attachments. Ensure that file copies are properly filed and labelled. Return extra copies of documents to SDOs through official indorsement. Monitor status of each application as to receipt of NOSCA or lacking documents/requirements per DBM findings. Coordinate with SDO as to date of appointment and school assignment. Accomplish the reclassification tracking system. Accomplish and monitor the reclassification tool deployed by CO, all columns and cells must be properly and accurately filled up. 		
	<ul style="list-style-type: none"> Encoding of Received Reclassification Documents 	Fernanda L. Dela Cruz	Heinz Dean E. Raynera
7.	NOSCA for Newly Created Positions	Bernardita M. Docena	Ariel Craig P. Marteja
8.	Leave Management		
	a. Request for Local Travel, Travel Abroad on Personal Business of 1 st and 2 nd level employees	Fernanda L. De la Cruz	Wedlyn P. Abalorio
	b. Request for Travel Abroad on Official Business and Travel Abroad on Personal Business of Third Level Officials	Wedlyn P. Abalorio	Fernanda L. Dela Cruz
	c. Application for Leave of Absence of RO employees	Queennielyn C. Yu	Chona O. Zabala
	d. Application for Leave of Absence of Third Level Officials	Chona O. Zabala	Queennielyn C. Yu
	e. Application for Leave of Absence of Contract of Service Employees	Ariel Craig P. Marteja	Queennielyn C. Yu
	f. Request for Study Leave	Queennielyn C. Yu	Chona O. Zabala

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	g. Preparation on Monthly Payroll Worksheet and Report of Service (Form 7)	Chona O. Zabala	Queennielyn C. Yu
	h. Updating of Individual Leave Card of RO employees	Queennielyn C. Yu	Chona O. Zabala
	i. Updating of Individual Leave Card of Third Level Officials	Chona O. Zabala	Queennielyn C. Yu
9.	Compensation and Benefits		
	a. Payroll Preparation/ Preparation of Monthly Remittance/ Preparation of Monthly Feedback of Action Taken Relative to Payroll Concerns	Regin T. Virtudes	Milgrace A. Gaddi
	b. Consolidation of Payroll Reports	Regin T. Virtudes	Milgrace A. Gaddi
	c. GSIS Summary of Totals (SOT)	Joselito E. Enriquez	Regin T. Virtudes
	d. Processing of Monetization of Leave Credits	Chona O. Zabala	Queennielyn C. Yu
	e. Application for Retirement	Bernardita M. Docena	Fernanda L. De la Cruz
	f. Application for Terminal Leave Benefits	Chona O. Zabala	Queennielyn C. Yu
	g. Certification of Last Salary Received/Clearance from Money Accountability and/or Overpayment of Salary	Milgrace A. Gaddi	Regin T. Virtudes
	h. Preparation of Notice of Step Increment (NOSI)	Queennielyn C. Yu	Ariel Craig P. Marteja
	i. Preparation of Notice of Salary Adjustment (NOSA)	Queennielyn C. Yu	Ariel Craig P. Marteja
	j. Provident Fund Loan	Heinz Dean E. Raynera	Ariel Craig P. Marteja
	k. Grant of Certificate for Compensatory Overtime Credit (COC)	Queennielyn C. Yu	Chona O. Zabala
	l. Grant of Loyalty Benefit	Queennielyn C. Yu	Ariel Craig P. Marteja
	m. Payment of Salary Differential	Queennielyn C. Yu	Ariel Craig P. Marteja
10.	Personnel Management		
	a. Submission of Statement of Assets, Liabilities, and Net Worth (SALN)	Ariel Craig P. Marteja	Eva D. Rosales
	b. Issuance of Certificate of Employment (Regular/With Compensation)	Queennielyn C. Yu	Ariel Craig P. Marteja
	c. Issuance of Service Records	Queennielyn C. Yu	Ariel Craig P. Marteja
	d. Authority to Travel Outside Region VIII	Fernanda L. De la Cruz	Bernardita M. Docena
	e. Issuance of Certificate of Appearance	Bernardita M. Docena	Fernanda L. De la Cruz
	f. Signing of Philhealth Form	Eva D. Rosales	OIC/PS
	g. Preparation of Agency Remittance Advice (ARA)	Eva D. Rosales	Alternate AAO
	h. Preparation of Appropriate Action on Incoming Communication	Eva D. Rosales	All Personnel Section Staffs
	i. Submission and Checking of Daily Time Record (DTR)		
	Division Assignment		
	PPRD, ORD & QAD	Wedlyn P. Abalorio	Ariel Craig P. Marteja
	AD	Queennielyn C. Yu	Chona O. Zabala
	FD	Ariel Craig P. Marteja	Wedlyn P. Abalorio
	FTAD, HRDD & OARD	Fernanda L. De la Cruz	Milgrace A. Gaddi

d. Document Controller of All Personnel Related Documents Both Soft and Hard Files	Bernardita M. Docena	Ariel Craig P. Marteja
e. Documenter of Personnel-Related Activities (Meetings/Conferences, etc.)	Chona O. Zabala	Queennielyn C. Yu
f. Reproduction of Forms/Templates	Ariel Craig P. Marteja	Heinz Dean E. Raynera
g. Assistance/Preparation of Necessary Documents/Logistics During Seminars, Conferences, Meetings, etc.	Ariel Craig P. Marteja	All Personnel Section Staffs
h. Workplace Improvement and Other Related Tasks	All Personnel Section Staffs	
i. Preparation of Identification Card	Regin T. Virtudes	Ariel Craig P. Marteja
j. Personnel Touch/Greetings	Ariel Craig P. Marteja	Queennielyn C. Yu
k. Preparation of MOVs for PIR/OPCR/IPCR	Personnel in-charge of the process	Bernardita M. Docena