



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

July 06, 2026

OFFICE MEMORANDUM

AD-2026- **334**

**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. QUEENNELYN C. YU, Administrative Officer II
Mr. HEINZ DEAN E. RAYNERA, 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. JOANNE ROSE A. ALCARAZ, Contract of Service-Provident Fund
Ms. PEA C. CLAUS, Intern-DOLE-GIP

1. In view of the promotion and transfer of certain personnel, and to ensure the continued efficiency and of service delivery, the duties and functions of the Personnel Section Staff have been updated as specified 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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Enclosure 1 to Office Memorandum 334 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/ Queennielyn C. Yu |
| 2. | Request for Transfer from one station to another | Queennielyn C. Yu | Fernanda L. De la Cruz |
| 3. | 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 |
| | | Heinz Dean E. Raynera | 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 |
| | Main Tasks: | | |
| | <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 | Heinz Dean E. Raynera | Fernanda L. De la Cruz/Pea C. Claus |
| 7. | NOSCA for Newly Created Positions | Bernardita M. Docena | Heinz Dean E. Raynera |
| 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 | Queennielyn C. Yu | Chona O. Zabala |
| | f. Request for Study Leave | Queennielyn C. Yu | Chona O. Zabala |

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| | g. Permit for Practice of Profession | Eva D. Rosales | Wedlyn P. Abalorio |
| | h. Preparation on Monthly Payroll Worksheet and Report of Service (Form 7) | Chona O. Zabala | Queennielyn C. Yu |
| | i. 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 | Heinz Dean E. Raynera |
| | i. Preparation of Notice of Salary Adjustment (NOSA) | Queennielyn C. Yu | Heinz Dean E. Raynera |
| | j. Provident Fund Loan | Heinz Dean E. Raynera | Joanne Rose A. Alcaraz |
| | k. Grant of Certificate for Compensatory Overtime Credit (COC) | Queennielyn C. Yu | Chona O. Zabala |
| | l. Grant of Loyalty Benefit | Queennielyn C. Yu | Heinz Dean E. Raynera |
| | m. Payment of Salary Differential | Queennielyn C. Yu | Heinz Dean E. Raynera |
| 10. | Personnel Management | | |
| | a. Submission of Statement of Assets, Liabilities, and Net Worth (SALN) | Heinz Dean E. Raynera | Eva D. Rosales |
| | b. Issuance of Certificate of Employment (Regular/With Compensation) | Queennielyn C. Yu | Heinz Dean E. Raynera |
| | c. Issuance of Service Records | Queennielyn C. Yu | Heinz Dean E. Raynera |
| | 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 |
| | | | Division Assignment |
| | h. Preparation of Appropriate Action on Incoming Communication | Milgrace A. Gaddi | Baybay City and Biliran |
| | | Queennielyn C. Yu | Borongan City and Calbayog City |
| | | Heinz Dean E. Raynera | Catbalogan City and Tacloban City |
| | | Wedlyn P. Abalorio | Eastern Samar, Leyte, and Samar |

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| | | Chona O. Zabala | Maasin City and Northern Samar |
| | | Eva D. Rosales | Ormoc City and Southern Leyte |
| i. | Submission and Checking of Daily Time Record (DTR) | | |
| | Division Assignment | | |
| | <i>PPRD, ORD & QAD</i> | Wedlyn P. Abalorio | Heinz Dean E. Raynera |
| | <i>AD</i> | Queennielyn C. Yu | Chona O. Zabala |
| | <i>FD</i> | Heinz Dean E. Raynera | Wedlyn P. Abalorio |
| | <i>FTAD, HRDD & OARD</i> | Fernanda L. De la Cruz | Milgrace A. Gaddi |
| | <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 | Heinz Dean E. Raynera | Regin T. Virtudes |
| q. | Hiring of Contract of Service | Eva D. Rosales | Chona O. Zabala |
| r. | Consolidation of Personal Data Sheet (PDS) | Heinz Dean E. Raynera | Eva D. Rosales |
| s. | Preparation of Payroll for RATA and Communication (Load) | Queennielyn C. Yu | Heinz Dean E. Raynera |
| t. | Preparation of Payroll for Contract of Service Employees | Milgrace A. Gaddi | Regin T. Virtudes |
| u. | Monitoring of Flag Raising/Retreat Attendance | Heinz Dean E. Raynera | 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 | Heinz Dean E. Raynera | Eva D. Rosales |

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