



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8 May 2025

DIVISION MEMORANDUM


No. 240, s. 2025

**DIVISION TRAINING WORKSHOP ON THE DECONCENTRATION OF PAYROLL
PREPARATION TO THE SECONDARY SCHOOLS-IMPLEMENTING UNITS**

TO: Assistant Schools Division Superintendents
Secondary School Head, Implementing Units
Non-Teaching Personnel
All Others Concerned

1. In reference to Regional Memorandum No 306 s 2025 "Training Workshop on the Deconcentration of payroll to the Secondary Schools-Implementing Units, this Division will facilitate a two (2) day training workshop (live-in) in cooperation with Regional Office on May 27-28, 2025 at Batangas Country Club, Batangas City.
2. The Training workshop aims to:
 - a. Capacitate the concerned Implementing Unit personnel on the detailed process of payroll preparation up to the printing of payroll and payslips
 - b. Ensure the correctness of the inputs in the payroll database; and
 - c. Ensure the timely release of salaries of the DepEd personnel within their respective jurisdiction .
3. The participants on the said training workshop are the Top Managers, Administrative Officer V, Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) or its representative from Schools Implementing Units. *See attached list of Participants*
4. Expenses for venue, food and accommodation amounting to two thousand pesos (Php 2,000.00) per day shall be collected from each participant chargeable against school MOOE subject to existing accounting and auditing rules and regulations.
5. This memorandum serves as Travel Order of the participants.
6. For queries and clarifications, feel free to contact and send email to sdobatangas.personnel@deped.gov.ph.
7. Immediate and wide dissemination of this memorandum is desired.

JBP/ Training Workshop on Deconcentration of Payroll
R2-142975/ 05/08/2025


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Enclosure 1

PARTICIPANTS OF THE MEETING
May 27-28, 2025

Batangas Country Club, Batangas City.

	NAME	DESIGNATION	SCHOOL/ SUB-OFFICE
1	Marites A. Ibañez	Schools Division Superintendent	Schools Division Office
2	Gregorio T. Mueco	Asst. Schools Division Superintendent	Schools Division Office
3	Rhina O. Ilagan	Asst. Schools Division Superintendent	Schools Division Office
4	Niño Bradley I. Magsombol	Administrative Officer II	Schools Division Office
5	Alejandro R. Manalo, Jr.	Administrative Officer II	Schools Division Office
6	Arturo D. Mercado	Administrative Assistant III	Schools Division Office
7	Rowena Magsino Holgado	Administrative Assistant III	Alalum National High School
8	Rhene Aguila Boongaling	Administrative Assistant II	Alalum National High School
9	Yolanda Loria Gutierrez	Administrative Assistant III	Alitagtag National High School
10	Roxan Adalin Panaligan	Administrative Assistant II	Alitagtag National High School
11	Angelina Alcantara Castillo	Administrative Assistant III	Anselmo A. Sandoval Memorial National High School
12	Romelyn Sawali Cabral	Administrative Assistant II	Anselmo A. Sandoval Memorial National High School
13	Venus Nagutom Defacto	Administrative Assistant II	Balas Buco Sta. Maria National High School
14	Aireen Dedace Miranda	Administrative Assistant II	Balas Buco Sta. Maria National High School
15	Jorhel Lyne Dimayuga Ciruelas	Administrative Assistant III	Balete National High School
16	Nemia Badillo Roxas	Administrative Assistant II	Balete National High School
17	Sherlyn Respicio Conde	Administrative Assistant III	Banilad National High School
18	Victoria Legarte De Los Reyes	Administrative Assistant II	Banilad National High School
19	Joyleth Gomez Acasio	Administrative Assistant III	Banoyo Integrated National High School
20	Magdaleno Deomampo Talledo	Administrative Assistant II	Banoyo Integrated National High School
21	Viralyn Cilla Matira	Administrative Assistant III	Bauan National Agricultural and Vocational High School
22	Decena Hornilla Cruzat	Administrative Assistant II	Bauan National Agricultural and Vocational High School
23	Veni Lizza Sumalde Macaraig	Administrative Assistant III	Bauan Technical Integrated High School
24	Jayson Paz Bagsit	Administrative Assistant II	Bauan Technical Integrated High School
25	Ramir John Camatis	Administrative Assistant III	Baybayin National High School



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

26	Shierly I. Rabano	Administrative Officer II	Baybayin National High School
27	May S. Atienza	Administrative Assistant III	Bayorbor National High School
28	Donalyn R. Paran	Administrative Assistant II	Bayorbor National High School
29	Kimmy Kriska Barrios Ellioreg	Administrative Assistant III	Bilaran National High School
30	Christine Karla Mendoza Rivera	Administrative Assistant II	Bilaran National High School
31	Lomita C. Cuevas	Administrative Assistant II	Buhaynasapa Integrated National High School
32	Sharon Jane R. Pimentel-Carandang	Administrative Officer II	Buhaynasapa Integrated National High School
33	Janeth Mercado Tungol	Administrative Assistant II	Calatagan National High School
34	Estela Elefante Anzaldo	Administrative Officer II	Calatagan National High School
35	Rina Caponpon Badajos	Administrative Assistant III	Calubcub I National High School
36	Carla May Santos Cuasay	Administrative Assistant II	Calubcub I National High School
37	Aurea Holgado Enriquez	Administrative Assistant III	Coral na Munti National High School
38	Mark Louie Tenorio Malaluan	Administrative Assistant II	Coral na Munti National High School
39	Michelle Angela Calingasan Perez	Administrative Assistant III	Dagatan Integrated National High School
40	Shiela Perez Comia	Administrative Assistant II	Dagatan Integrated National High School
41	Jeremy U. Del Carmen	Administrative Assistant III	Don Leon Mercado, Sr. Memorial National High School
42	Rebecca L. De Chavez	Administrative Assistant II	Don Leon Mercado, Sr. Memorial National High School
43	Rhea Rose Notor De Sagun	Administrative Assistant III	Dr. Crisogono B. Ermita, Sr. Memorial National High School
44	Jigson Mariano Manaois	Administrative Assistant II	Dr. Crisogono B. Ermita, Sr. Memorial National High School
45	Alona Ona Marcos	Administrative Assistant III	Fermin La Rosa National High School
46	Angelene Mayo Torres	Administrative Assistant II	Fermin La Rosa National High School
47	Ma. Renette Ramirez De Los Reyes	Administrative Assistant III	Jose Lopez Manzano National High School
48	Alexander Driz Aguzar	Administrative Assistant II	Jose Lopez Manzano National High School
49	Anngelica Flores Barcelona	Administrative Assistant III	Laiya Integrated National High School
50	Amor Alvarez Panganiban	Administrative Assistant II	Laiya Integrated National High School
51	Dexter Barcelon Leynes	Administrative Assistant III	Lian National High School
52	Daisy Honrado Peji	Administrative Assistant II	Lian National High School
53	Babylyn Mayuga Villaflor	Administrative Assistant III	Looc National High School



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

54	Luzviminda Garcia Gaa	Administrative Assistant II	Looc National High School
55	Shiela Marie Enriquez	Administrative Assistant III	Lucsuhin National High School
56	Blessy Faith Cipe	Administrative Assistant II	Lucsuhin National High School
57	Jane Rose B. Balinton	Administrative Officer II	Lucsuhin National High School
58	Contessa Matibag Rodriguez	Administrative Assistant III	Lumbangan National High School
59	Marcos Rinon Buhayin	Administrative Assistant II	Lumbangan National High School
60	Roger Alos Panaligan	Administrative Assistant III	Maabud National High School
61	Ronald Pasumbal De Villa	Administrative Assistant II	Maabud National High School
62	Oliver Panganiban Delica	Administrative Assistant III	Masaguitsit Banalo National High School
63	Gay Marie Gutierrez Ramos	Administrative Assistant II	Masaguitsit Banalo National High School
64	Victoria C. Tañedo	Administrative Assistant III	Mataas na Kahoy National High School
65	Donalyn R. Paran	Administrative Assistant II	Mataas na Kahoy National High School
66	Ybette Kristine E. Esguerra	Administrative Assistant III	Padre Garcia Integrated National High School
67	Arlene T. Latag	Administrative Assistant II	Padre Garcia Integrated National High School
68	Mary Andrelou Enriquez Endaya	Administrative Assistant III	Palahanan Integrated National High School
69	Violeta Comia Cagalingan	Administrative Assistant II	Palahanan Integrated National High School
70	Princess Juvy A. Tolentino	Administrative Assistant III	Pansol Integrated National High School
71	Alvin Joseph P. Estole	Administrative Assistant II	Pansol Integrated National High School
72	Christian Mark Magnaye Gagalac	Administrative Assistant III	Payapa National High School
73	Lorylyn Mendoza Butardo	Administrative Assistant II	Payapa National High School
74	Maria Cecilia D. Esguerra	Administrative Assistant III	Pedro Paterno National High School
75	Jandaria F. Alvarez	Administrative Assistant II	Pedro Paterno National High School
76	Norie Casapao Aclan	Administrative Assistant III	Rosario Integrated National High School
77	Jhon Anthony Dimaculangan Dela Cruz	Administrative Officer II	Rosario Integrated National High School
78	Maureen Dimalibot Malaluan	Administrative Assistant III	San Pascual National High School
79	Restyn Joyce Lopez Carido	Administrative Assistant II	San Pascual National High School
80	Marinelo Lirio Enriquez Coronel	Administrative Assistant III	Sico 1.0 Integrated National High School
81	Lovelyn Macaraig Delen	Administrative Assistant II	Sico 1.0 Integrated National High School



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

82	Maricris Montemayor Desembrana	Administrative Assistant III	Sta. Monica National High School
83	Joselito Masangkay De Villa	Administrative Assistant II	Sta. Monica National High School
84	Jenalyn Suralta De Villa	Administrative Assistant III	Sta. Teresita National High School
85	Baby Alma De Villa Magbojos	Administrative Assistant II	Sta. Teresita National High School
86	Malou Malabanan Pasilan	Administrative Assistant III	Taal National High School
87	Dianalyn Mendoza Carandang	Administrative Assistant II	Taal National High School
88	Leavi Calara Igana	Administrative Assistant III	Tala National High School
89	Anabel Marquez Caisip	Administrative Assistant II	Tala National High School
90	Liceria Dimaculangan Chua	Administrative Assistant III	Taysan San Jose Integrated National High School
91	Joanna Marie Divino Fonte	Administrative Assistant II	Taysan San Jose Integrated National High School
92	Vanessa Rizelle D. Macuha	Administrative Assistant III	Tingloy National High School
93	Marissa M. Binay	Administrative Officer II	Tingloy National High School
94	Maribel Indicio Bagnes	Administrative Assistant II	Tipas Integrated National High School
95	Rowena Gunda Tayao	Administrative Officer II	Tipas Integrated National High School
96	Benedict B. Africa	Administrative Assistant III	Balayan National High School
97	Maria Eloisa O. Hernndez	Administrative Assistant II	Balayan National High School
98	Sheree Lynne A. Mercado	Administrative Assistant III	Dacanlao G. Agoncillo National High School
99	Kevin Ian Albert P. Bukis	Administrative Assistant II	Dacanlao G. Agoncillo National High School
100	Diana Lyn A. Anduzon	Administrative Assistant II	Dr. Juan A. Pastor Integrated National High School
101	Angelin A. Masakayan	Administrative Officer II	Dr. Juan A. Pastor Integrated National High School
102	Jackie Mae D. Gutierrez	Administrative Assistant III	Governor F. Leviste Memorial National High School
103	Irene V. Malapitan	Administrative Officer II	Governor F. Leviste Memorial National High School
104	Michelle V. Pacia	Administrative Assistant III	Malvar School of Arts and Trade
105	Jayson A. Maralit	Administrative Assistant II	Malvar School of Arts and Trade
106	Herminio A. Endaya	Administrative Assistant III	Wenceslao Trinidad Memorial National High School