



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OFFICE OF NEGROS ORIENTAL**  
www.depednegor.net

October 25, 2019

**MEMORANDUM**

TO : The following Division Office Personnel:

1. **Marnie S. Cabano**
2. **Mae Ann A. Suasin**
3. **Alijane Mae A. Duhaylungsod**
4. **Pauline Louise A. Flores**
5. **Junica Stephanie N. Currel**
6. **Mayette S. Reyes**
7. **Analou G. Saga**
8. **Irish Mae B. Belen**
9. **Gemmalyn Villarejo**
10. **Emmaida B. Saguran**
11. **Jonalyn E. Cuenca**
12. **Jason A. Fermiza**
13. **Geevie O. Avenido**
14. **Rhubert Joy D. Alquerro**
15. **Renar Ann M. Catan**

In order to define your roles in addressing administrative issues and concerns and to achieve optimum results in the discharge of your official functions, your duties and responsibilities are hereby clarified, as follows:

<b>NAME</b>	<b>IN-CHARGE OF</b>
Marnie S. Cabano	<ul style="list-style-type: none"><li>• Appointments</li></ul> <i>1<sup>st</sup> Congressional District (Elementary)</i>
Mae Ann A. Suasin	<ul style="list-style-type: none"><li>• GSIS Membership for newly hired employees, change of status, for transfer, BP Number</li><li>• Authorized Approving Officer (AAO) for GSIS loans</li><li>• 201 File</li></ul> <p style="text-align: right;">30 OCT 2019</p>

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Accl. Budget Section); (035) 422-3921 (Supply Section)



Alijane Mae A. Duhaylungsod	<p><b>1<sup>st</sup> Congressional District (Elementary)</b></p> <ul style="list-style-type: none"> <li>• Leave of absences, reinstatement, change of name, monetization, leave credits, CTO, etc.</li> <li>• Separation (Retirement, Survivorship, Resignation, Transfer, Dropped from the rolls, etc.)</li> <li>• Form 7, PVP computation, Terminal Leave Pay</li> </ul>
Pauline Louise A. Flores	<ul style="list-style-type: none"> <li>❖ Appointment (Secondary)</li> <li>❖ Service Credits (to assist Ms. Junica Stephanie N. Currell)</li> <li>❖ Posting of Leave Cards (Non-Teaching Elem. 1<sup>st</sup> Cong.)</li> </ul>
Junica Stephanie N. Currell	<ul style="list-style-type: none"> <li>• Service Credits</li> </ul> <p><b>(All Elementary &amp; Secondary Teachers)</b></p>
Mayette S. Reyes	<p><b>3<sup>rd</sup> Congressional District (Elementary)</b></p> <ul style="list-style-type: none"> <li>• Leave of absences, reinstatement, change of name, monetization, leave credits, CTO, etc.</li> <li>• Separation (Retirement, Survivorship, Resignation, Transfer, Dropped from the rolls, etc.)</li> <li>• Form 7, PVP computation, Terminal Leave Pay</li> </ul>
Analou G. Saga	<ul style="list-style-type: none"> <li>❖ PSIPOP Updating</li> <li>❖ BIR Issuance</li> </ul>
Irish Mae Belen	<ul style="list-style-type: none"> <li>❖ Equivalent Record Form (ERF) applications</li> <li>❖ Implementation of Approved ERF</li> <li>❖ Publication of vacant items</li> </ul>
Gemmalyn B. Villarejo	<ul style="list-style-type: none"> <li>• Appointments</li> </ul> <p><b>All Secondary Schools</b></p>
Emmaida B. Saguran	<p><b>Secondary (Junior High Schools)</b></p> <ul style="list-style-type: none"> <li>• Leave of absences, reinstatement, change of name, monetization, leave credits, CTO, etc.</li> <li>• Separation (Retirement, Survivorship, Resignation, Transfer, Dropped from the rolls, etc.)</li> <li>• Form 7, PVP computation, Terminal Leave Pay</li> </ul>



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Jonalyn E. Cuenca	<ul style="list-style-type: none"><li>• Appointments</li></ul> <p><i>2<sup>nd</sup> &amp; 3<sup>rd</sup> Congressional District (Elementary)</i></p>
Jason A. Fermiza	<ul style="list-style-type: none"><li>❖ Service Record</li><li>❖ Hardship Allowance (1<sup>st</sup> &amp; 2<sup>nd</sup> Congressional District)</li><li>❖ Certification for employment/ PAGIBIG/ GSIS/ , etc.</li></ul>
Geevie O. Avenido	<ul style="list-style-type: none"><li>❖ Salary Adjustment due to Promotion/Step</li><li>❖ Salary Differential due to Promotion/Step</li><li>❖ Hardship Allowance (3<sup>rd</sup> Congressional)</li></ul>
Rhubert Joy D. Alquerro	<p><i>Secondary (Senior High Schools)</i></p> <ul style="list-style-type: none"><li>• Leave of absences, reinstatement, change of name, monetization, leave credits, CTO, etc.</li><li>• Separation (Retirement, Survivorship, Resignation, Transfer, Dropped from the rolls, etc.)</li><li>• Form 7, PVP computation, Terminal Leave Pay</li></ul>
Renar Ann M. Catan	<p><i>2<sup>nd</sup> Congressional District (Elementary)</i></p> <ul style="list-style-type: none"><li>• Leave of absences, reinstatement, change of name, monetization, leave credits, CTO, etc.</li><li>• Separation (Retirement, Survivorship, Resignation, Transfer, Dropped from the rolls, etc.)</li><li>• Form 7, PVP computation, Terminal Leave Pay</li></ul>

Please be guided accordingly.

**WILFREDA D BONGALOS, Ph. D., CESO V**  
*Schools Division Superintendent*

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