



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 GATE 2, KARANGALAN VILLAGE
 1900 CAINTA, RIZAL



31 January 2022

Regional Memorandum

PERSONNEL-IN-CHARGE OF SCHOOLS DIVISION OFFICES IN THE PERSONNEL SECTION AND REGIONAL PAYROLL SERVICES

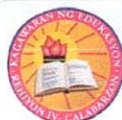
To **Schools Division Superintendents**
School Heads
All Others Concerned

- In order to observe and monitor the smooth and effective delivery of transactions/services in the Personnel Section and Regional Payroll Services, the list of personnel in-charge are as follows for your information and reference.

Regional Payroll Services (For payroll-related transactions)

SCHOOLS DIVISION OFFICES (ELEM./SEC/IUs)/ Regional Office Proper (ROP)	PERSONNEL IN-CHARGE
Laguna Biñan City Cabuyao City ROP	Justene Christian M. Mata
Antipolo City Calamba City Lucena City Quezon Tayabas City	Michelle R. Cabaltera
Batangas Cavite City Lipa City Santa Rosa City Tanauan City	Warren T. Balaogan
Batangas City Cavite Dasmariñas City General Trias City	Isagani D. Carlos, Jr.

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



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Bacoor City Imus City Rizal San Pablo City	Danna Marie E. Alba
All SDOs (For Private Lending Institutions' concerns, i.e. requests deletion/stoppage of loan deduction & evaluation of PLI billings)	Genevieve R. Pajares

Personnel transactions and other human resource actions

SCHOOLS DIVISION OFFICES	PERSONNEL IN-CHARGE
All Schools Division Offices (For ERF, Reclassification and PAL)	Nimfa A. Bermendi
Cavite Cavite City Dasmariñas City General Trias City Rizal	María Rojane C. Miranda
Laguna Antipolo City Biñan City Cabuyao City Calamba City San Pablo City San Pedro City	Marivic F. Labay
Batangas Bacoor City Batangas City Imus City Lipa City Santa Rosa City Tanauan City	Geleen Grace DG. Mateo
Quezon Lucena City Tayabas City	María Susana B. Oliveros

<p>All SDOS –</p> <p>Incoming communications (From receipt of hard copies recorded in the TEADOC System up to dissemination to personnel in-charge)</p>	<p>Lee-Ann R. Sayasa</p>
<p>All SDOS- Outgoing communications (From the time by which the personnel in-charge acted on a particular transaction, recorded in the TEADOC system, and track the final action (if release/archive, etc.) of the Records Section in the TEADOC system.</p>	<p>Cherry Mae S. Pacaro</p>
<p>All SDOS- Assists in the evaluation of documents for reclassification and PAL</p> <p>Assists in the evaluation of submitted PLI billings</p>	<p>Crystal Tess S. Miranda</p>

2. Please be guided accordingly.


FRANCIS CESAR B. BRINGAS
 Regional Director

fe-3-22 / mtr