Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

December 9, 2025

UNNUMBERED DIVISION MEMORANDUM
s. 2025

REQUEST FOR SUPPORT OF SELECTED EMPLOYEES TO PERFORM IMPORTANT TASK IN THE PERSONNEL SECTION

To: Dinalyn A. Ramayrat, AO II
Maita Shane P. Decipulo, AO II
Kristine P. Pelaez, AO-II
Anna Pearl B. Barbadillo, AO II
Teresita L. Pagador, AO II
Gee B. Sonogan, AO II

1. In the exigency of the service, you are hereby requested to report to the Division Office starting December 15, 2025 to December 31, 2025 to perform the following :

*JO/COS (Salary Payroll, Premium Cost)
*Obligate PBB 2023 of Deceased Personnel
*Gratuity Pay of JO/COS
*Step & Loyalty
*Hazard Pay
*Hardship Multigrade
*GSIS Remittance
*Evaluation of Documents and Preparation of Appointments for Reclassification of Teachers
*Substitute Salary Payroll

2. For information and guidance.

LORENA P. SERRANO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

p.p.

JASMINE I. GAOGAO
Public Schools District Supervisor