



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 08 2023

MEMORANDUM

**ADMINISTRATIVE OFFICER II AND SCHOOL HR
REPRESENTATIVE KUMUSTAHAN**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All other concerned

1. This Office will be conducting a quarterly "Kumustahan" on **February 10, 2023** with the following objectives to discuss:
 - a. Authority to Travel and Leave
 - b. Process Flow: Differential payment and Request for Salary Adjustment
 - c. Form 7 and Supplementary Payroll
 - d. Process of Loan
 - e. GSIS Maturity and Transition of Loan from Old to New
 - f. Form C
 - g. ARTA (Anti-Red Tape Authority)
2. Meeting will be held in the Schools Division Office 4th Floor conference room from 9:00 am to 4:00 pm.
3. In commencing Project ZESTFUL, all Administrative Officer II and HR representatives will participate and encourage to bring a Zumba outfit.
4. The Administrative Officer II/School HR representative was not able to attend a written explanation is required to submit to the Division Office Personnel.
5. Attached is the list of attendees.
6. For information, guidance, and compliance.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:
EVALUATION REPORTS PROCESS

HR-SB/ 046/ February 8, 2023

UN-2023-046



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
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Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

NO	NAME OF PARTICIPANT	POSITION / OFFICE / SCHOOL
1	ANGELA M. FRANCISCO	AOIV - SDO MUNTINLUPA PERSONNEL
2	JOAN VANESSA L. FUSTER	AOII - POBLACION ELEMENTARY SCHOOL
3	JASON S. RAYMUNDO	AOII - ITAAS ELEMENTARY SCHOOL
4	LADYLYN N. ELCHICO	AOII - SUCAT ELEMENTARY SCHOOL ANNEX ZONE 3&4
5	GINA L. SABADO	AOII - PUTATAN ELEMENTARY SCHOOL
6	JENNIFER L. SABDAO	AOII - F. DE MESA ELEMENTARY SCHOOL
7	JULIEN RAIZA T. ESPINOSA	AOII - TUNASAN ELEMENTARY SCHOOL
8	JULIE ANN A. MANTO	AOII - VICTORIA HOMES ELEMENTARY SCHOOL
9	ELLA MARIE A. CALLADO	AOII - FILINVEST ALABANG ELEMENTARY SCHOOL
10	MICHELLE R. CENTENO	AOII - SUCAT ELEMENTARY SCHOOL MAIN
11	MA. GISELLA F. VILLAMAYOR	AOII - CUPANG SENIOR HS
12	MARIA TERESA P. DOMINGUEZ	AO II - TUNASAN NATIONAL HS
13	JOED D. ESPELETA	AO II - LAKEVIEW INTEGRATED SCHOOL
14	MA. RIZA R. DALUNGAN	AOII - BAGONG SILANG ELEMENTARY SCHOOL
15	GRETA J. TAHUM	AOII - BAYANAN ELEMENTARY SCHOOL
16	RACHEL L. RODRIGUEZ	AOII - SOLDIERS HILLS ELEMENTARY SCHOOL
17	ALMIRA P. HERNANDEZ	AOII - ALABANG ELEMENTARY SCHOOL
18	PAMELA D. BALDO	AOII - CUPANG ELEMENTARY SCHOOL MAIN
19	MARIA KIEDEN ZYNA L. HERRERA	AOII - BULI ELEMENTARTY SCHOOL
20	AILEEN E. BRILA	AOII - CUPANG ELEMENTARY SCHOOL ANNEX
21	THELMA MEDINA	AOII - POBLACION NATIONAL HS
22	MAURA VIVO	ADASII - MUNTINLUPA SCIENCE HS
23	RODELLA T. BUENAFLORE	AOIV - MUNTINLUPA NATIONAL HS
24	MERLYN E. ABUCAY	ADASII - MUNTINLUPA NATIONAL SENIOR HS
25	MISSY B. BUENVENIDA	TIH - PEDRO E. DIAZ HS
26	MELINDA M. ADESNA	ADASII - MUNTINLUPA BUSINESS HS
27	MARK ANTHONY B. CAYANAN	ADASIII - BAYANAN ELEMENTARY SCHOOL UNIT 1
28	JERICO B. YLEN	ADASIII - SDO Muntinlupa
29	JOHN LORD G. VIVO	ADASIII - SDO Muntinlupa
30	MICHAEL F. DOMINGO	AAVI - SDO Muntinlupa
31	MELANIO R. SAN JOSE	ADASIII - SDO Muntinlupa
32	SHIELA ROSE H. BACHOCO	ADASIII - SDO Muntinlupa
33	EILEEN E. SIOAO	ADASIII - SDO Muntinlupa
34	ANGELICA M. CACHUELA	SAO - SDO Muntinlupa
35	ELOISA MARI Y. SAN JUAN	AOII - SDO Muntinlupa



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