



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 04 2025

MEMORANDUM

TRANSITION TO LAND BANK ATM VISA DEBIT CARD FOR PAYROLL
DISBURSEMENT

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is a Memorandum from Atty. Genesi M. Santiago, Acting Head, City Human Resources Management Department dated March 20, 2025, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.

2. Forms can be accessed through this link:
<https://dobs.landbank.com/DOBS/home/personal/individual>

3. For immediate and strict compliance of all concerned.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES

APPOINTMENT

MB/NAV/DM – TRANSITION TO LAND BANK ATM VISA DEBIT CARD FOR PAYROLL DISBURSEMENT

234 / June 2, 2025

UN-2025-234



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

A-6330

11-JUNE-2025-0133
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Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



HRPAY/M-2025/003

MEMORANDUM No. 2025-009

To : **All Heads and Employees of Departments / Offices of the City Government of Muntinlupa**

Date : **March 20, 2025**

Subject : **Transition to Land Bank ATM VISA Debit Card for Payroll Disbursement**

This memorandum is hereby given to all employees for the upcoming transition of *Land Bank Cash Cards* and *Development Bank of the Philippines (DBP) ATM Cards* to **Land Bank ATM VISA Debit Card** for Payroll Disbursement purposes. All employees in any appointment status are included in the above-mentioned transition. To specify, the Land Bank ATM VISA Debit Card offers enhanced facilitation to financial services, including access to bank transfer, cash deposit, online banking transactions, and any available channels within BancNet and VISA networks.

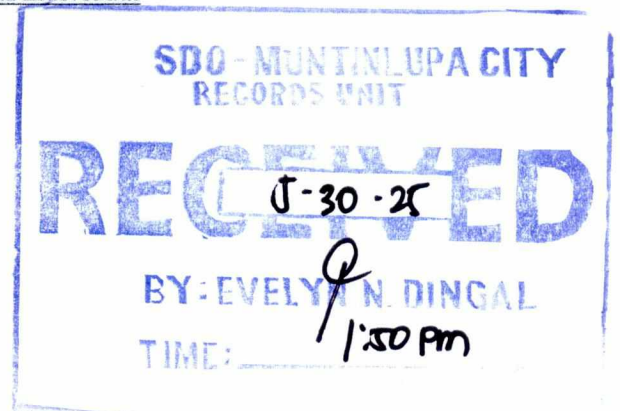
1. Account Opening

Land Bank Digital On-boarding System (DOBS) shall be used for the online enrollment of individual account. Please ensure that employees must access the Land Bank DOBS through **Google Chrome via laptop/desktop or any mobile device.**

1.1 Land Bank Digital On-boarding System Payroll Site:

<https://dobs.landbank.com/DOBS/home/personal/individual>

1.2 QR Code for DOBS Payroll Site:



1.3 Please take note of the following details upon filling up the online form:

- ACCOUNT OPENING: Personal Individual Account
- ACCOUNT SUB-TYPE: Individual
- PRODUCT TYPE: ATM Savings Account – Payroll
- PURPOSE OF ACCOUNT OPENING: Payroll
- SUPPORTING DOCUMENTS/DOCUMENT TYPE: (Kindly leave it blank)
- EXPECTED FREQUENCY OF DEPOSIT: 4



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



2. Requirements for the new Land Bank ATM VISA Debit Card

- 2.1 Land Bank of the Philippines – Muntinlupa Branch is available from **8:00am to 3:00pm**;
- 2.2 Due to Land Bank's limited daily capacity for the accommodation of new accounts enrollment, employees' names were already submitted to the bank based on a pre-arranged schedule. Hence, **employees' must wait for the announcement of their office's schedule** before proceeding to Land Bank and **strictly follow their bank appointment**;
- 2.3 Payment for the cost of initial Land Bank ATM VISA Debit Card opening shall be **100 (one hundred) pesos only**;
- 2.4 . Employees can bring their Company ID (City Government of Muntinlupa ID) but additional **1 (one) valid ID with address** shall still be required for the creation of Land Bank ATM VISA Debit Card;
- 2.5 Screenshot of online **Application Acknowledgement** and/or **Land Bank's text message with Reference Number** must also be presented to Land Bank;
- 2.6 Married employees who are unable to update their IDs must present a photocopy of their **Marriage Certificate** to Land Bank;
- 2.7 Employees must also bring their own **Ballpen**.

3. Employees with existing Land Bank Savings Account (iAccess account):

Cardholders must still enroll and open a **separate account** for payroll purposes through the Land Bank DOBS.

Also, please be reminded that further information regarding the initial Payroll disbursement via Land Bank ATM VISA Debit Card will be announced shortly. In addition, a separate memorandum shall also be issued for Salary Loan under the Land Bank of the Philippines.

The implementation of this transition aims to significantly improve the overall payroll system as it will offer greater transactional convenience for the cardholders of the City Government. In view of the foregoing, we are asking each office to take time to read the details of this circular and disseminate to all staff for information and strict compliance.

Thank you.

Very Truly Yours,

ATTY. GENESI M. SANTIAGO

Acting Head

City Human Resources Management Department

Noted by:

ENGR. ALLAN V. CACHUELA

City Administrator



JUNE 11, 2025

	Last_Name	First Name	Middle Name	Suffix	Department
1	GUERRERO	ELAINE	SIAO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
2	HAYO	ELISA	BUENVENIDA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
3	HERNANDEZ	EDWARD	LAGUNZAD		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
4	HILAPO	ABEGAIL	ALINSUNURIN		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
5	ILAGAN	MANNILYN	BROSAS		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
6	JAMERO	ARTURO	MAGTIBAY		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
7	JARATA	LILY	GETUABAN		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
8	LAMBERTE	CARMELITA	MORALDE		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
9	LODRONIO	ALVIN	SARAYAN		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
10	LOMOSAD	JOCELYN	ACQUE		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
11	MACARO	MA. NENIETA	ZARSUELA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
12	MAGLAYA	PAUL JOSHUA	MANZANO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
13	MAGTIBAY	JOVITA	LLANES		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
14	MALAPOTE	ELENITA	QUERIDO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
15	MALLANES	SALVADOR	BARBOZA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
16	MANCIA	EVANGELINE	QUIMORA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
17	MARQUEZ	MARIA CARLA	SOSA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
18	MENDEZ	KAYCEE	ROBLES		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
19	NAPOLE	ANGELINA	SAMSON		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
20	NAVA	DIONNEL	PAGTALUNAN		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
21	NAVARRO	KEITH RICHARD	FONTANILLA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
22	NOLASCO	JOSIELYN	DE QUIROZ		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
23	NUEVO	JAMES	BELARMINO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
24	NUEVO	MAEGAN	ALICAWAY		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
25	DINGAL	EVELYN	NOTA		DIVISION OF CITY SCHOOLS
26	DULLAVIN	OLIVER	MALIGALIG		DIVISION OF CITY SCHOOLS
27	ESCARPE	JONATHAN	MALAGA		DIVISION OF CITY SCHOOLS
28	GABRINO	LUZVIMINDA	CAIDOY		DIVISION OF CITY SCHOOLS
29	GARCIA	RHEA	PESTAÑO		DIVISION OF CITY SCHOOLS
30	JACER	NESTOR	LAVADA		DIVISION OF CITY SCHOOLS
31	JACLA	FERNANDO	GABRINAO		DIVISION OF CITY SCHOOLS
32	MALAHITO	JOHN REY NIÑO	HERNANDEZ		DIVISION OF CITY SCHOOLS
33	PADLAN	VINA ANGELA	ABAD		DIVISION OF CITY SCHOOLS
34	RALLOS	MARK ANTHONY	IMADEM		DIVISION OF CITY SCHOOLS
35	RAPOSA	VIVIAN	LEYTE		DIVISION OF CITY SCHOOLS
36	REDRICO, JR.	JOSE	BOBIS	JR.	DIVISION OF CITY SCHOOLS
37	SALONGA	MARLON	ACOSTA		DIVISION OF CITY SCHOOLS
38	SAN JUAN	ELOISA MARI	YANEZA		DIVISION OF CITY SCHOOLS
39	SOLANO	JOAN	POBLETE		DIVISION OF CITY SCHOOLS
40	TALOSIG	MANOLO	VILLA		DIVISION OF CITY SCHOOLS
41	VARGAS	DIOSCORO	MARPURI		DIVISION OF CITY SCHOOLS
42	ARGANA, JR.	RICARDO	ENCENAS	JR.	ANTIGRAFT
43	FLORES	MAESON KEO	SISON		ANTIGRAFT
44	GACILES	GERENETH	GAN		ANTIGRAFT
45	GALLANO	CLAUDINE JOCELLE	PARDIÑAN		ANTIGRAFT
46	HUKOM	EDGAR	EJIDA		ANTIGRAFT
47	MENDEZ	DANICA	ANGCANAN		ANTIGRAFT
48	ORIAS	MA. ANA	RAMOS		ANTIGRAFT
49	PAGUNSAN	WARREN	SORIANO		ANTIGRAFT
50	VARGAS	RICKY	PERIA		ANTIGRAFT
51	BASAS	EULO	BELLOSILLO		OFFICE OF THE CITY ASSESSOR
52	CALO	JOCELYN	DELA CRUZ		OFFICE OF THE CITY ASSESSOR
53	DULLAVIN	CHRISTIAN	BRIGOLA		OFFICE OF THE CITY ASSESSOR
54	EBREO	CARHLO	OCAMPO		OFFICE OF THE CITY ASSESSOR
55	GALANG	PORTIA	EUSEBIO		OFFICE OF THE CITY ASSESSOR
56	*LABRA	MARICEL	GARCIA		OFFICE OF THE CITY MAYOR
57	ATOS	LORENA	SUAREZ		ASSETS AND MANAGEMENT DIVISION
58	CANLAS	MICHELLE	GUEVARA		ASSETS AND MANAGEMENT DIVISION
59	NALDO	RICHARD	CAMACHO		ASSETS AND MANAGEMENT DIVISION
60	PINEDA	JOJO	DELA PAZ		ASSETS AND MANAGEMENT DIVISION

	Last_Name	First Name	Middle Name	Suffix	Department
1	BAJADO	JOY	ATIENZA		R. T. C.- BRANCH 203
2	ORBE	ROCHELDA	MACAMAY		R. T. C.- BRANCH 204
3	ALCAO	JAKE	ESCOREL		R. T. C.- BRANCH 205
4	AQUIATAN	HENRY	AYAG		R. T. C.- BRANCH 205
5	NUÑEZ	MELCHOR	MENDOZA		R. T. C.- BRANCH 205
6	DEL VALLE	PAMELA GRACEE	DELFIN		R. T. C.- BRANCH 206
7	LAGOTA	ODDEZA MAE	MANDIGMA		R. T. C.- BRANCH 206
8	TORELLO	DANIEL	DELA CRUZ		R. T. C.- BRANCH 206
9	DIAZ	MARIFE	PHODACA		R. T. C.- BRANCH 207
10	FERNANDEZ	JOANNA	NILO		R. T. C.- BRANCH 207
11	LUCENA	ERICO	GREGORIO		R. T. C.- BRANCH 207
12	RAMOS	ZENAIDA	BANTA		R. T. C.- BRANCH 207
13	RAMIREZ	DELRIA	JAVIER		R. T. C.- BRANCH 276
14	ORBE	NORELYN	LACQUIO		R.T.C.- OCC
15	ALISMO	EFRAEM JOHN	LUISON		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
16	ALVAREZ	CELSO	VILLANUEVA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
17	ALVIENTO	MARIA LOURDES	CAMIGLA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
18	AMANTE	ANA MAY	MILLAR		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
19	ANTONIO	EULOGIO DELVIE	LACOPIA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
20	ARANZA	JAN VINCENT	DELGADO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
21	AVILA	RONALD	ARCIAGA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
22	BAARDE	ALDA	CASANOVA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
23	BACHOCO	MARI GRACE	HERNANDEZ		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
24	BANGATE	MARK ANTHONY	MATABA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
25	BAQUERO, JR.	LUCIO	MAXINO	JR.	PAMANTASAN NG LUNGSOD NG MUNTINLUPA
26	BASA	GRACE	EVANGELISTA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
27	BASAGRE	JANICE	GUNACAO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
28	BAYONA	LOREZA RAQUEL	REDETA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
29	BERROYA	JOSEFINA	MANUEL		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
30	BILOG, JR.	MANOLO	ARMAS	JR.	PAMANTASAN NG LUNGSOD NG MUNTINLUPA
31	BORLAGON	BRIAN	TAVOR		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
32	CABUNIAS	JERICO	NAZARENO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
33	CALDERON	IRMA	MARITANA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
34	CARMELINA	DARWIN	HERNANDEZ		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
35	CASTRO	JACQUILYN	BAYETA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
36	CATAPIA, JR.	NATHANIEL	DE PAZ	JR.	PAMANTASAN NG LUNGSOD NG MUNTINLUPA
37	CEDILLA	ESTELLA	MAGTIBAY		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
38	DE LA PEÑA	RODERICK	SALVADOR		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
39	DE VERA	MARY JANE	TRINIDAD		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
40	DEL MONTE	ROBERT	LIMPOCO		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
41	DELA CRUZ	ROWENA	GONZAGA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
42	DELAS ALAS	MAUREEN	CADIZ		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
43	ESPLAGO	KING WEBSTER	PERIÑA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
44	ESTEBAN	PRINCESS BERONICA	GOPEZ		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
45	ESTERON	SHERWIN	CASANOVA		PAMANTASAN NG LUNGSOD NG MUNTINLUPA
46	ADRIANO	GIZELLE	AREVALO		DIVISION OF CITY SCHOOLS
47	AGUELO	OLIVER	BELLO		DIVISION OF CITY SCHOOLS
48	AGUILAR	KARLA	ESCUDERO		DIVISION OF CITY SCHOOLS
49	AMAN	WILFRED	DE LEON		DIVISION OF CITY SCHOOLS
50	ARCIAGA	ARIEL	GONZALES		DIVISION OF CITY SCHOOLS
51	ARCIAGA	RUTH	FAJARDO		DIVISION OF CITY SCHOOLS
52	ARGANA	JOCELYN	CAJALJAL		DIVISION OF CITY SCHOOLS
53	AXALAN, JR.	EFREN	GARCIA	JR.	DIVISION OF CITY SCHOOLS
54	BACUÑO	IRVIN EZEKIEL	CRUZ		DIVISION OF CITY SCHOOLS
55	BILOLO	ARIEL	BELMONTE		DIVISION OF CITY SCHOOLS
56	CABELLO	RENATO	JULIAN		DIVISION OF CITY SCHOOLS
57	CACHUELA	ANGELICA	MARTINEZ		DIVISION OF CITY SCHOOLS
58	DE GRACIA	YZAH	ABELLERA		DIVISION OF CITY SCHOOLS
59	DEL ROSARIO, JR.	SELVINO	MIRANDA	JR.	DIVISION OF CITY SCHOOLS
60	DELOS REYES	SHEILA	SARMIENTO		DIVISION OF CITY SCHOOLS