




January 15, 2019

**DIVISION MEMORANDUM
NO. 344 s., 2018**

**ADDENDUM TO THE DIVISION MEMORANDUM NO. 344 S. 2018 TITLED
ENHANCING QUALITY MANAGEMENT SYSTEM BY STRENGTHENING
DISTRICT LEADERSHIP AND GOVERNANCE OF PUBLIC SCHOOLS**

TO: OIC-Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
OIC-Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Division Unit and Section Heads
Public Elementary and Secondary School Heads
All Concerned

1. In reference to Division Memorandum No. 344 s. 2018 titled Enhancing Quality Management System by Strengthening District Leadership and Governance of Public Schools.
2. Please be informed that there will be additional District Human Resource Management Officer effective January 16, 2019. Public Schools District Supervisors shall submit signed copy of Special Order (see attached sample template) of all designated District Human Resource Management Officer to Division Officer-HR.
3. Implementation of processing of leave application and service credits in District Level and filling-up of data on profiling of DepEd Employees will be implemented after the conduct of Technical Assistance to be conducted by Human Resource Technical Assistance Team.
4. Enclosed to this Memorandum are the updated list of DHRMO and additional task of School Administrative Officers or Administrative Assistants (For Secondary Schools Only) and District Administrative Assistant II (For District Offices)
5. For the information, guidance and strict compliance of all concerned.


CHERRYLOU D. REPIA
Schools Division Superintendent

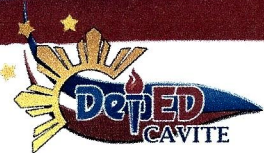




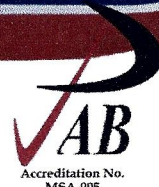
Annex A: UPDATED LIST OF DISTRICT HUMAN RESOURCE MANAGEMENT OFFICERS

	Name of DHRMOs	Designation	School/Station	Assigned Municipality
1	Leah D. Vicedo	Administrative Assistant II	Kaytitinga NHS - SHS	Alfonso
2	Nelissa B. Panganiban	Administrative Assistant II	Lucsuhin NHS - SHS	Alfonso
3	Jocelyn B. Bati	Administrative Officer IV	Amadeo NHS	Amadeo
4	Delia Luz V. Jimenez	Administrative Officer II	Amadeo NHS - SHS	Amadeo
5	Gliceria T. Cajepo	Administrative Officer II	Angelo L. Loyola SHS	Carmona
6	Carolyn D. Pampiega	Administrative Assistant II	Angelo L. Loyola SHS	Carmona
7	Jerwin M. Baurile	Administrative Assistant II	GEA-Bailen ES	GEA-Bailen
8	Rowena B. Bawalan	Administrative Officer IV	GMATHS	GMA
9	Hazel P. Duran	Administrative Officer II	GMATHS - SHS	GMA
10	Richard S. Mercado	Administrative Officer IV	San Jose Community HS	GMA
11	Mylene S. Navarro	Administrative Officer II	Lumampong Annex-SHS	Indang
12	Joy Lyn B. Quiambao	Administrative Assistant II	Lumampong Annex-SHS	Indang
13	Miriam M. Igtiben	Administrative Officer IV	ETTMNHS	Kawit
14	Aithne T. Catane	Administrative Officer II	ETTMNHS - SHS	Kawit
15	Issa Grace E. Tirona	Administrative Assistant II	Bendita NHS - SHS	Magallanes
16	Lilia B. Santos	Administrative Officer IV	Bucal NHS	Maragondon
17	Alma M. Andora	Administrative Officer IV	Cavite National Science HS	Maragondon
18	Joanna Marie S. Abaca	Administrative Assistant II	Pedro Alegre Aure SHS	Mendez
19	Elienai Grace S. Cipriano	Administrative Assistant II	Anuling NHS - SHS	Mendez
20	Janette S. Calantog	Administrative Officer II	Naic NHS - SHS	Naic
21	Ernaly B. Nati	Administrative Assistant II	Naic NHS - SHS	Naic
22	Marilyn L. Santiago	Administrative Assistant II	Noveleta SHS	Noveleta
23	Myra A. Roquiño	Administrative Assistant II	Bagbag NHS - SHS	Rosario
24	Lou Ross C. Talabucon	Administrative Assistant III	Rosario ES	Rosario
25	Judith Mae A. Peñalba	Administrative Assistant II	Gen. Vito Belarmino NHS	Silang
26	April M. Lopez	Administrative Assistant II	M. Ilog NHS	Silang
27	Maybelle P. Mendoza	Administrative Assistant II	Lumil NHS	Silang
28	Roviann M. Sidamon	Administrative Officer II	Tagaytay City NHS - SHS	Tagaytay
29	Sheila T. Costa	Administrative Officer II	Tagaytay CS NHS - SHS	Tagaytay



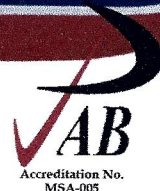
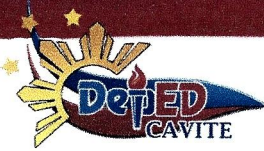


Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

30	Julieta A. Valencia	Administrative Officer IV	Tanza NCHS	Tanza
31	Nannette S. Malimban	Administrative Officer II	Tanza NTS - SHS	Tanza
32	Mary Angelic P. Federoso	Administrative Officer II	Amaya School of Home Industries - SHS	Tanza
33	Zenaida C. Ferre	Administrative Officer II	Tanza NCHS - SHS	Tanza
34	Arlene C. Diesta	Administrative Assistant II	Ternate NHS - SHS	Ternate
35	Ruth Abigail C. Colocado	Administrative Officer II	Trece Martires City SHS	Trece Martires City
36	Ma. Nezy L. Suayan	Administrative Officer IV	Trece Martires City NHS	Trece Martires City



Annex B: ADDITIONAL TASK OF SCHOOL ADMINISTRATIVE OFFICERS OR ADMINISTRATIVE ASSISTANTS (FOR SECONDARY SCHOOLS ONLY) AND DISTRICT ADMINISTRATIVE ASSISTANT II (FOR DISTRICT OFFICES)

ADDITIONAL TASKS OF SCHOOL ADMINISTRATIVE OFFICERS OR ADMINISTRATIVE ASSISTANTS (For Secondary Schools Only)

- Processing of Leave Application below 30 days and Request for Service Credits of Teaching Personnel and forwarding of processed documents to Division Office for signature

Exemptions: All Leave Applications for 30 days and above, Travel Abroad, Study Leave, Magna Carta for Women Leave, Rehabilitation Leave and Violence against Women and Children Leave shall be forwarded to Division Office for processing

- Submission of Profiling of School Employees semi-annually to District Administrative Assistant II for consolidation

- Safekeeping of Leave Cards of Teaching Personnel of School

(Teaching Personnel refers to Teacher I to Teacher III and Master Teacher I to Master Teacher II)

ADDITIONAL TASKS OF DISTRICT ADMINISTRATIVE ASSISTANT II (FOR DISTRICT OFFICES)

- Processing of Leave Application below 30 days and Request for Service Credits of Teaching Personnel and forwarding of processed documents to Division Office for signature

Exemptions: All Leave Applications for 30 days and above, Travel Abroad, Study Leave, Magna Carta for Women Leave, Rehabilitation Leave and Violence against Women and Children Leave shall be forwarded to Division Office for processing

- Preparation of Profiling of Elementary Employees and School Employees of Secondary Schools without Administrative Officers or Administrative Assistants in the School

- Consolidation of profiling of DepEd employees in District Level (Elementary and Secondary Schools) and submit reports to Division Office-HR semi-annually

- Safekeeping of Leave Cards of Teaching Personnel of Elementary Schools and Secondary Schools without Administrative Officers or Administrative Assistants in the School

(Teaching Personnel refers to Teacher I to Teacher III and Master Teacher I to Master Teacher II)



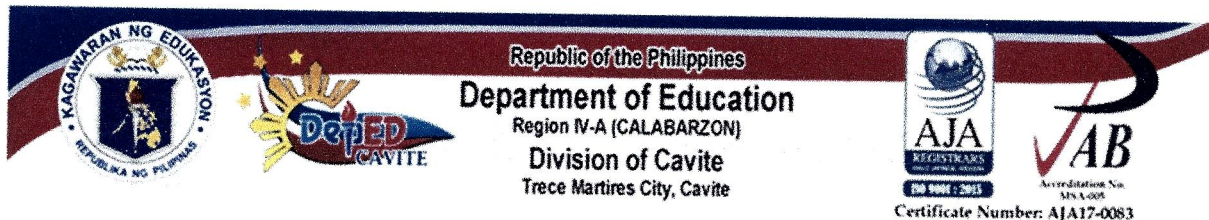


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Annex C: SAMPLE TEMPLATE FOR SPECIAL ORDER



DESIGNATION ORDER

TO: **ROVIANN M. SIDAMON**
Administrative Officer II
Division Office

FROM: **JOEL O. PEREGRINO**
Public Schools Division Supervisor

DATE: January 15, 2019

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In the exigency of public service, you are hereby designated as District Human Resource Management Officer (DHRMO) of the City of Tagaytay, effective January 16, 2019.

You are responsible to evaluate and validate all documents for personnel actions of teaching and non-teaching employees of public schools without permanent Administrative Officer before submission to the Schools Division Office. You are also responsible to confer with the PSDS any concerns relative to personnel actions.

Name of DHRMO	Scheduled day of duty in the District Office

Please be guided accordingly.

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