



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



Certificate Number: AJA17-0083



C-5875
6/11/19
11:10

June 10, 2019

DIVISION MEMORANDUM

NO. 225, s. 2019


**HUMAN RESOURCE UNIT'S PROCESS OWNERS AND THEIR
ALTERNATE PERSON**

TO: OIC, Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Heads
All Concerned

1. In line with our aim to strongly adhere to deliver quality service and to ensure effective and efficient flow of personnel services, cited hereunder is the list of HR personnel who will serve as alternate person in the absence of the process owner.

Procedure	Process Owner	Alternate Person
Personnel Services		
Leave Application	Lian Jazzel T. Velasco	Roel L. Penus
Travel Abroad Leave Application	Roel L. Penus	Lian Jazzel T. Velasco
Retirement	Elaine V. Balen	Marinell A. Peñalba
Terminal Leave Benefits	Marinell A. Peñalba	Elaine V. Balen
Loyalty Cash Award	Teodoro P. Fulvadora Jr.	Lian Jazzel T. Velasco
Notice of Step Increment	Teodoro P. Fulvadora Jr.	Lian Jazzel T. Velasco
Processing of Casual Employees	Ma. Corazon P. Federoso	Norita C. Vasquez
Processing of Job Order Employees	Ma. Corazon P. Federoso	Norita C. Vasquez
Issuance of Special Orders	Vienna Mei R. Ruiz	Ronald Kevin C. Del Rosario
Change of Status/ Reinstatement	Ronald Kevin C. Del Rosario	Roel L. Penus
Request for CTO Leave Credits	Lian Jazzel T. Velasco	Teodoro P. Fulvadora Jr.
ERF/PAL	Norita C. Vasquez	Ma. Corazon P. Federoso
Reclassification of School Heads	Norita C. Vasquez	Ma. Corazon P. Federoso

2. For information and guidance.


CHERRYLOU D. REPIA
Schools Division Superintendent