



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OFFICE OF BATAAN**

**OFFICE MEMORANDUM**  
No. 05, s. 2026

JAN 23 2026

**TO** : DIVISION PAYROLL SERVICES UNIT-BATAAN  
(DPSU) TEAM  
All Others Concerned

**FROM** :   
CAROLINA S. VIOLETA, EdD, CESO V  
/Schools Division Superintendent

**DATE** : January 22, 2026

**SUBJECT** : Coordination Meeting with the RPSU Assessment

1. Please be informed that a Coordination Meeting with the Regional Payroll Services Unit (RPSU) Assessment Team is hereby scheduled **on January 26, 2026 (Monday), at 9:00 AM to 01:00 PM**, to be held at the Conference Room, 3<sup>rd</sup> Floor, Schools Division Office of Bataan.
2. Attendance of the following personnel is mandatory:
  1. Jerry Dimla Cruz, DEM, CESO VI
  2. Myra V. Dilig
  3. Rhodora C. Ganzon
  4. Rosalie Joy G. Trinidad
  5. Ma. Liza A. Manuel
  6. Jobelle S. Antonio
  7. Abraham S. Tria
  8. Jumel V. Caraig
  9. Celia B. Quiroz
  10. Maria Patricia R. Constantino
  11. Anthony Glenn P. Gacutan
  12. Celina M. Peña
  13. Mae Ann O. Rodriguez
  14. Maricon H. Hipolito
  15. John Louise R. Olmo
  16. Kimberly Sheen D. Orozco
  17. Heidee P. Bernal



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3. The AGENDA of the said meeting are as follows:
  - a. To prepare the Division Payroll Services Unit Team on the monthly payroll starting on February 2026.
  - b. To discuss with the DPSU Team the processing of payrolls and other related reports to be prepared after the actual preparation and printing of the payroll.
  - c. RPSU Assessment Findings and Recommendations
  - d. Roles of Payroll, HR, Accounting, Budget and Cash Unit
  - e. Other payroll concerns and issues.
4. All concerned are enjoined to be punctual and to actively participate to ensure full discussion, proper clarification of issues, and timely agreement on action items.
5. Expenses for the meals of the participants shall be charged against the Division MOOE funds, subject to the usual accounting and auditing rules and regulations.
6. For information, guidance, and strict compliance.

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