



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

OFFICE MEMORANDUM

No. 05, s. 2026

JAN 23 2026

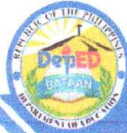
TO : DIVISION PAYROLL SERVICES UNIT-BATAAN
(DPSU) TEAM
All Others Concerned

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, 3rd 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.

Ad6



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