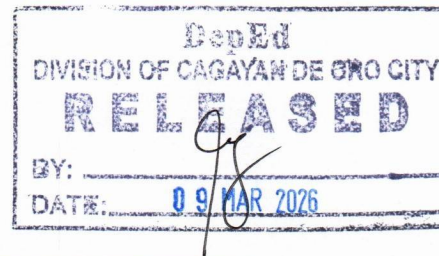




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

9 March 2026

DIVISION MEMORANDUM

No. 272 s.2026

Immediate Processing of Payroll

TO: Assistant Schools Division Superintendent
Administrative Officer V
All Concerned
This Division

1. This memorandum formally designates the following personnel to ensure the expedited and seamless release of employee salaries for 2026. This initiative aims to eliminate delays and maintain high morale across the division by ensuring all personnel receive their compensation on or before the scheduled pay dates.
2. The following personnel are designated to oversee the payroll lifecycle, including data validation, deduction adjustments, and final submission:

Louie Banaag	Administrative Officer II
Darlene Palamine	Administrative Officer II
Ana Marie Larangjo	Administrative Assistant III
Irene Lofranco	Administrative Assistant III
Angelie Sidillo	Administrative Assistant III

3. Key Responsibilities

Accuracy: Double-check all attendance logs and benefit adjustments to prevent under/overpayments.

Compliance: Ensure all payroll registers meet the latest statutory requirements and internal audit standards.

4. All personnel concerned shall be entitled to Compensatory Time Credit per CSC and DBM Joint circular No. 2 s 2004 on non-monetary remuneration for Overtime service rendered, specific attention on Section 5.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM PAYROLL
March 9, 2026

Competence
Diligence
Outstanding Integrity



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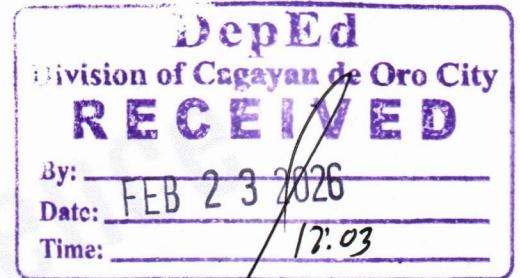


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

February 23, 2026

ROY ANGELO E. GAZO
Schools Division Superintendent

Attention: RISA BEA SOCORRO M. BORRES
Administrative Officer V
Personnel/Payroll Services Unit



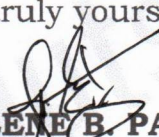
Sir:

In line with the timely processing of the monthly payroll in this division, the payroll staff respectfully request permission to avail of Compensatory Time Off (CTO) when payroll processing falls on holidays or weekends and overtime work is necessary to expedite the release of employees' salaries.

This request covers the period from January to December 2026.

Hoping for your kind considerations.

Very truly yours,


DARLENE B. PALAMINE
Administrative Officer II
DPSU

Approved by:

ROY ANGELO E. GAZO
Schools Division Superintendent



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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1