



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

SCHOOLS DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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By: _____

Office of the Schools Division Superintendent

March 1, 2022

DIVISION MEMORANDUM
 No. 232, s. 2022

**BENCHMARKING OF PAYROLL SERVICES UNIT (PSU) OPERATIONS AT THE
 DIVISION OFFICE OF THE DAVAO OCCIDENTAL DIVISION**

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|-----|-----------------------|------------------------|
| To: | Rosalinda N. Dionio | Rochelle G. Opiana |
| | Ma. Loures M. Quesada | Nila D. Mendoza |
| | Paul B. Arsolon | Jenny M. Doria |
| | Jun Rey Jimena | Roma Q. Berja |
| | Franklin Maynucas | Mia Bonita |
| | Eldito Loquiño | Jean Clodette B. Incog |
| | Mia Bonita | Jiezi Louise Jamandre |

This has reference to the impending plan of the Agency to the downloading/transfer of Regional Payroll Services Unit (RPSU) operations to the Division Offices the soonest time possible.

In compliance with the said Memorandum, the mentioned personnel are advised to conduct visitation to the Division Office of Davao Occidental using the Agency vehicle (Toyota Hi-Ace) to benchmark on their operations and process of handling the monthly activities on March 11, 2022 (Friday).

Travel and other incidental expenses are chargeable against local funds subject to existing accounting and auditing rules and regulations.

All personnel are required to follow the health protocols as prescribed by the IATF during this time of pandemic.

For immediate and compliance of all concerned.

DEE D. SILVA, DPA, CESO V
 Schools Division Superintendent

