



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

JEJEB DIVISION OF DAVAO DE
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Office of the Schools Division Superintendent

March 21, 2022

DIVISION MEMORANDUM
No. 371, s. 2022

**BENCHMARKING OF PAYROLL SERVICES UNIT (PSU) OPERATION AT THE CITY
DIVISION OFFICES OF MATI AND DIVISION OF DAVAO ORIENTAL**

To: Rosalinda N. Dionio
Rochelle G. Opiana
Ma. Lourdes M. Quesada
Rowena M. Inutan
Sarah Faith M. Opiana
Jenny A. Doria
Roma Q. Berja
Jun Rey A. Jimena
Jerex B. Jacinto
Miah Trizza M. Bonita

This has reference to the impending plan of the agency of 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 Offices of Mati and Davao Oriental using the Agency vehicle (Toyota Hi-Ace) to benchmark on their operations and process of handling the monthly activities on April 1, 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.

[Signature]

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



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