



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **10-310** s, 2025

To: Assistant Schools Division Superintendent
Elementary and Secondary School Heads
All concerned
This Division

ASSIGNMENT OF DISTRICT PAYROLL IN-CHARGE

1. Effective October 2025, District payroll-charge are hereby assigned as follows:

NAME	POSITION	DISTRICT
Irphil C. Gocela	AO -II	Dapa East
Karyl Ann Mae C. Espinile	AO -II	Dapa West
Blaise R. Sumampong	AO -II	General Luna
Rosemarie G. Pomoy	AO -II	Pilar
Frank Bernard Y. Espanto	AO -II	San Isidro
Fern-Ann D. Bagaygay	AO -II	Sapao
Janerie P. Quinaso	AO -II	San Benito
Ana Mae A. Galagar	AO -II	Burgos
Nick Patrick F. Sulapas	AO -II	Numancia East
Jonely V. Arcaya	AO -II	Numancia West
Lyka D. Llano	AO -II	Socorro East
Shyharah G. Rivas	AO -II	Socorro West

2. The assigned personnel shall ensure the timely and complete submission of the monthly DTR and payroll to COA (*every 10th of the following month*). Transmittal received by the said office shall be uploaded for monitoring thru this link <https://tinyurl.com/2v827tak>
3. Immediate dissemination and compliance of this Memorandum is hereby advised.


fr. MANUEL O. CABERTE
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

DESIGNATION PAYROLL

OSDS/momosay
10/08/25