



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2023-09-384  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 SEP 15 2023 Time: 1:17  
 By: [Signature]

**DIVISION MEMORANDUM**

No. 384, s. 2023

To: **Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division**

From: **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

9/15/23

Date: **September 14, 2023**

Re: **ORIENTATION ON THE PREPARATION OF TEACHERS'  
 PROPORTIONAL VACATION PAY FOR SCHOOL YEAR 2022-2023  
 AND OTHER ADMINISTRATIVE MATTERS**

1. Pursuant to DepEd Memorandum No. 053, s. 2023 re: **Computation of Public School Teachers' Proportional Vacation Pay for School Year 2022-2023**, there will be an orientation on the preparation of PVP Report on Wednesday, September 20, 2023 at 8:00 o'clock in the morning at the Division Office Multipurpose Hall. Other administrative matters will also be discussed.
2. Participants to the orientation are Administrative Assistant II, Administrative Assistant III, and Administrative Officer II who are in-charge in the review and/or preparation of Form 7 in their assigned schools. Participants are advised to bring laptop, extension wire
3. Queries relative to this can be relayed to Sunshine C. Gamboa, Administrative Assistant III of the Personnel Unit thru 09076889009.

*Enclosure:* List of Participants

To be published in the Division Website



**LIST OF PARTICIPANTS**

#	FORM 7 INCHARGE	POSITION	SCHOOL/S
1	Anecio, Joy Mae H.	ADAS III	IAGES
			SMAINHS (JHS,SHS)
			San Roque ES
2	Astudillo, Jerome L.	ADAS III	Langasihan ES
			Lunokan ES
			Maligaya ES
			Matangpatang ES
			Miglamín ES
3	Bacasmot, Gliocy	ADAS II	Miglamín NHS (JHS,SHS)
4	Bahian, Evangeline P.	AO II	Linabo CS
5	Bandong, Aprille Mae H.	AO II	Apo Macote NHS (JHS,SHS)
			Macote ES
6	Barsobia, Phoebe Mae P.	ADAS II	Dalwangan NHS (JHS, SHS)
7	Baul, Katleen Kristy M.	ADAS II	Malaybalay City NHS
8	Bendijo, Alve Anne Christy B.	AO II	Bangcud NHS-SHS
9	Borres, Jona A.	ADAS III	Malaybalay City NSHS (JHS)
10	Limena-Ricarte, Laureen Marie L.	ADAS II	Malaybalay City NSHS (SHS)
11	Baula, Elaine Joy B.	ADAS III	Tintinaan ES
12	Borres, Ness Viola M.	ADAS III	Imbayao ES
			Imbayao NHS (JHS,SHS)
13	Brigole, Ruel T.	AO II	Managok NHS-SHS
14	Canonigo, Jenilyn P.	ADAS II	St. Peter NHS (JHS,SHS)
			Mapulo ES
15	Padrones, Liezl Jane L.	ADAS II	Kibalabag ES
			Pighalugan ES
			Silae ES
			Silae NHS (JHS,SHS)
16	Canson, Shella Novie A.	AO II	Magsaysay IS (E,JHS)
17	Cartin, Estrella E.	ADAS III	Bukidnon NHS-SHS
18	Conol, Archille B.	AO II	Bangcud CS
19	Cruzado, Neil Mar B.	ADAS III	Dumayas ES
20	Dayo, Irene Joy G.	AO II	Simaya IS (E,JHS)
21	Dela Cerna, Monabeth P.	AO II	Barangay 9 ES
			Natid-asan ES
22	Delos Reyes, Welrose A.	AO II	Casisang CIS-Elem
23	Desalan, Jocardo B.	AO II	Tuburan IS (E,JHS)
24	Deximo, Don A.	AO II	Can-ayan IS (E,JHS,SHS)
25	Diabordo, Barbette Fame R.	ADAS II	Kalasungay NHS (JHS,SHS)
26	Ejem, Lee A.	ADAS III	Lalawan ES
			Lalawan NHS (JHS,SHS)
			Sawaga ES
27	Espelita, Edwin C.	ADAS III	Busdi IS-Elementary
			Busdi IS (JHS,SHS)
			Caburacanan ES
			Indalasa ES
			Kulaman ES
			Pigpamulahan ES
			St. Peter ES
Zamboanguita CS			

28	Evangelista, Rhyna Fe M.	AO II	Dalwangan ES
29	Fajardo, Dhairyl Jean C.	AO II	Kalasangay CS
30	Galorio, Celeste G.	AO II	San Martin ES
31	Gamboa, Sunshine C.	ADAS III	Balangbang ES
32	Garces, Brayon B.	AO II	Incalbog ES
33	Garcia, Ariel D.	ADAS III	Paiwaig ES
34	Garcia, Joseph L.	AO II	Capitan Angel IS (E,JHS,SHS)
35	Gulle, Airiel	ADAS II	Binalbagan ES
			Dapulan ES
			Luyungan HS (JHS,SHS)
			Padernal ES
36	Israel, Joe Randy H.	AO II	Candiisan IS (E,JHS)
37	Lambiguit, Gindy O.	ADAS III	Mapayag IS (E,JHS)
38	Lincasan, Bonna B.	AO II	Damitan ES
			New Ilocos ES
			Patpat ES
39	Madronero, Clementina O.	AO II	BCT ES
			Casisang NHS
40	Astudillo, Pamela L.	AO II	Sta. Ana ES
41	Medidas, Angeli Ann T.	AO II	Aglayan CS
42	Miquiabas, Anabelle B.	AO II	Malaybalay City CS
43	Nericoa, Janine M.	AO II	Sumpung CS
44	Padla, Waldemar D.	ADAS III	Calawag ES
45	Pasquil, Jeralyn B.	AO II	Airport Village ES
46	Peñalosa, Cheryl Jane C.	AO II	San Jose ES
47	Quindala, Anil U.	ADAS III	Mabuhay IS
			Panamucan ES
48	Quirong, Gwendolyn G.	ADAS III	Baganao ES
			Kibalabag IS (E,JHS,SHS)
			Kilap-agan IS (E,JHS)
			Manalog IS - Elem
			Manalog IS - JHS
Tag-ilanao ES			
49	Ramos, Godisa M.	AO II	Managok CS
50	Romanillos, Jennifer B.	ADAS II	Casisang CIS (JHS,SHS)
51	Tandayag, Junnie Von B.	ADAS III	Bendolan ES
52	Tirol, Karole Lenin T.	ADAS III	Cabangahan ES
			Laguitas ES
53	Un, Heinrich Alwyn S.	ADAS III	Bagong Silang ES