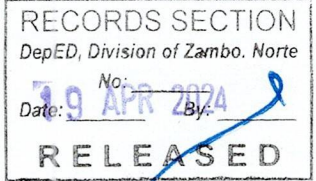




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



April 19, 2023

**Division Memorandum**

No. 232, s. 2024

**LIST OF PARTICIPANTS FOR THE CONDUCT OF THE EXECUTIVE AND PERSONNEL FORUM WITH THE DEPARTMENT OF BUDGET AND MANAGEMENT – REGION IX**

To: Assistant Schools Division Superintendent  
Division Accountant  
Budget Officer  
HRMO Personnel

1. In view of the invitation to the FY 2024 Executive and Personnel Forum from the Department of Budget and Management, Region IX, scheduled for **May 10, 2024**, this office issues the list of participants from this division for the activity; please refer to enclosure 1. The venue for this activity will be announced in a separate advisory.
2. Agenda items for the forum are attached to the invitation (enclosure 2).
3. Identified participants are directed to attend the Executive and Personnel Forum. Strictly no proxy. Confirmation of your attendance has already been submitted through the link provided.
4. For widest dissemination, guidance, and compliance.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

Encl.:

*DBM Invitation Letter*

Reference:

DMS Reference No. 2024-ROIX-0048934-E

OSDS/smls/ Memorandum Executive and Personnel Forum  
04192024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 of DM No. 230 s. 2024

**LIST OF PARTICIPANTS FOR THE CONDUCT OF THE EXECUTIVE AND  
PERSONNEL FORUM WITH THE DEPARTMENT OF BUDGET AND  
MANAGEMENT – REGION IX**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	ROY C. TUBALLA	Schools Division Superintendent
2	RAYMOND M. SALVADOR	Assistant Schools Division Superintendent
3	ARVIE M. OMPOY	Division Accountant
4	CASEMERA V. LUNJAS	Budget Officer
5	MARYLYNNE B. BAYRON	Administrative Officer IV – HRMO
6	SHELAMAE E. DAYAPDAPAN	Administrative Officer II

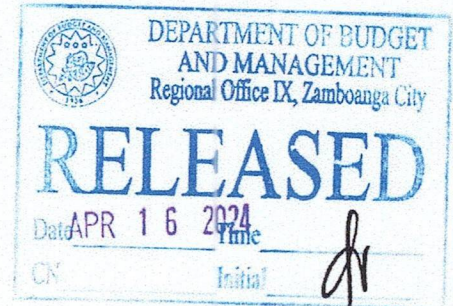


REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION IX

DMS Reference No. 2024-ROIX-0048934-E

April 16, 2024

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent  
Division of Zamboanga del Norte  
Department of Education  
Zamboanga del Norte



Dear **Mr. Tuballa:**

The Department of Budget and Management, Regional Office IX will conduct an **Executive and Personnel Forum** on Compensation and other Matters for Department of Education IX on May 10, 2024, from 9:00 AM to 4:00 PM, at a venue to be announced later.

Among the agenda items for presentation are:

- (a) Transfer, Reclassification and Conversion of Positions;
- (b) Updating of Plantilla of Personnel in Electronic Personal Services Itemization and Plantilla of Personnel (ePSIPOP);
- (c) Compensation Updates;
- (d) Implementation and Monitoring of Step Increment and Salary Integration;
- (e) Terminal Leave Benefits and Monetization of Leave Credits; and,
- (f) Action Document Release System for Notice of Organization Staff Compensation Action.

Anent this, we are inviting you to be present during the said forum together with the Assistant Schools Division Superintendent, Human Resource and Finance Personnel from your office.

Kindly confirm your attendance to the forum through this link:  
<https://forms.office.com/r/72rDT9HJfR>.

Your continued support of this endeavor is highly appreciated. Thank you and best regards.

Very truly yours,

Digitally signed by  
Martin Mark Louie  
Carbonilla  
Date: 2024.04.16  
14:48:03 +08'00'

**MARK LOUIE C. MARTIN, CPA, CESO III**  
Regional Director



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
REGION IX

**OPENING**

**8:00AM - 9:30AM**

Assembly and Registration  
Preliminaries

DBM IX Staff

Opening Remarks  
DBM Specialists' Coverage

**Mark Louie C. Martin, CPA, CESO III**  
Regional Director

Message

**Dr. Ruth L. Fuentes, CESO IV**  
Regional Director

**9:30AM - 11:00AM**

Transfer, Reclassification and Conversion of  
Positions

**Jillianne I. Duncombe**  
Budget and Mgt. Specialist II

Health Break

**11:10AM - 12:00NN**

Open Forum

**LUNCH**

**1:00PM - 2:30PM**

Updating of Plantilla of Personnel in  
Electronic Personal Services Itemization and  
Plantilla of Personnel (ePSIPOP)

**Eddie Albert A. Cruz**  
Spvg. Budget and Mgt. Specialist

Action Document Release System for Notice  
of Organization Staff Compensation Action  
Compensation Updates

**2:30PM - 2:45PM**

Health Break

**2:45PM - 3:45PM**

Terminal Leave Benefits and Monetization of  
Leave Credits

**Faith J. Bangayan**  
Budget and Mgt. Specialist I

Implementation and Monitoring of Step Increment  
Salary Integration

**3:45PM - 4:00PM**

Open Forum  
Closing Remarks

**Mark Louie C. Martin, CESO III**  
Regional Director

**CLOSING**

**(Awarding of Certificate of Appreciation and Photo Opportunity)**

Master of Ceremony:

**PROGRAM**

# FY 2024 EXECUTIVE AND PERSONNEL FORUM



**10 MAY 2024**



**09:00 AM**

**CONTACT US FOR QUERIES:**



(062) 992-2505



[www.dbm.gov.ph](http://www.dbm.gov.ph)



[dbm\\_ro9@dbm.gov.ph](mailto:dbm_ro9@dbm.gov.ph)

