



Republic of the Philippines
Department of Education

MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Public Schools District Supervisor
Elementary School Head, Tugos Elementary School
All other concern

FROM: 
LYNN G. MENDOZA, EdD ✓
OIC-Schools Division Superintendent

SUBJECT: PREPARATION OF PAYROLL

DATE: November 14, 2025

1. Ms. Rose Ann O. Historillo, Administrative Officer II of Tugos Elementary School, Boac South District is requested to report to the Division Office – Personnel Unit on November 17, 2025 until November 28, 2025 to fast-track the preparation of the following payrolls:

- a. Salary of Newly-hired Administrative Officer II
- b. Maternity Leave Benefits
- c. Special Hardship Allowance
- d. Salary of Substitute for the months of October and November 2025

2. Immediate dissemination and compliance with the contents of this Memorandum is desired.