



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

23 May 2025

DIVISION MEMORANDUM
OSDS-2025-066

SKELETON WORKFORCE FOR PAYROLL SERVICES UNIT

To: Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. In view of the travel of all the Payroll Staff to Regional Office to seek assistance and observe payroll preparation processes on May 23, 2025, Mr. Jay-R Q. Mabini, Administrative Officer II, shall be assigned as skeleton workforce of Payroll Services Unit to ensure uninterrupted operation of said unit.
2. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
3. For the information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES

RDB/OSDS-PU/MLA – skeleton workforce for payroll services unit
0455/May 23, 2025