



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

September 19, 2024

DIVISION MEMORANDUM

No. 610 , s. 2024

**COMPOSITION AND STRUCTURE OF THE DIVISION PAYROLL SERVICES UNIT  
(DPSU) IN THE SCHOOLS DIVISION OF PAMPANGA**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In compliance with the requirement for the final assessment of the Regional Payroll Services Unit (RPSU), please be informed of the herein designation of the following personnel to compose the Division Payroll Services Unit (DPSU) in SDO Pampanga with the following functions to wit:

Unit Name:	<b>DIVISION PAYROLL SERVICES UNIT</b>
Unit Supervisor:	<b>JB B. MANALANG</b> Administrative Officer V
Unit Staff:	<b>DAVE B. PONCE</b> Administrative Officer II Data Encoder (Elementary)  <b>MA. ROSARIO Q. MANGALINO</b> Administrative Assistant III Data Controller (Elementary)  <b>ALVIN S. VITAL</b> Administrative Assistant III Data Controller (Elementary)  <b>PATRICK JEFF V. DEL VAL</b> Administrative Assistant III Data Encoder (Secondary)  <b>PERSAN C. CALILUNG</b> Administrative Assistant III Data Controller (Secondary)



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**ANALIZA A. PINEDA**  
Administrative Assistant II  
Administrative Support

**CECILIA T. DIWA**  
Administrative Aide I  
Administrative Support

2. For information and guidance.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

AOAS/09-56-2024

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