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

October 19, 2026

DIVISION MEMORANDUM
No. 634 , s. 2026

UPDATED COMPOSITION OF THE DIVISION PAYROLL SERVICES UNIT (DPSU) OF 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 line with the continuing efforts of the Schools Division of Pampanga to strengthen the efficiency, accuracy, and accountability of payroll processing and administration, and in preparation for the final assessment of the Regional Payroll Services Unit (RPSU), this Office hereby announces the reconstitution and updated composition of the Division Payroll Services Unit (DPSU).

2. The DPSU shall be composed of the following personnel, with their corresponding designations and functional assignments:

Unit Name:	**DIVISION PAYROLL SERVICES UNIT (DPSU)**
Unit Supervisor:	**JB B. MANALANG** Administrative Officer V
Unit Staff:	**DAVE B. PONCE** Administrative Officer II Payroll Processing Officer
	RACHELL G. CLEMENTE Administrative Aide I Data Encoder I (Elementary)
	ANALIZA A. PINEDA Administrative Assistant II Data Encoder II (Elementary)
	IVAN ANGELO S. TAMAYO Administrative Assistant III Data Encoder I (Secondary)

ROUISE P. BONDOC
Administrative Aide II
Data Encoder II (Secondary)

CECILIA T. DIWA
Administrative Aide I
Data Controller (Elementary)

FRANCES MARIE R. PANGILINAN
Administrative Aide I
Administrative Support

3. The DPSU shall be responsible for the timely, accurate, and systematic preparation, processing, verification, and maintenance of payroll records and related documents for teaching and non-teaching personnel under the Schools Division of Pampanga, in accordance with existing DepEd policies and applicable government accounting, auditing, and payroll regulations.

4. The DPSU Supervisor shall provide overall supervision, coordination, and monitoring of payroll-related operations, while the designated personnel shall perform their respective functional assignments and ensure the accuracy, completeness, confidentiality, and timely submission of payroll documents and reports.

5. All concerned offices, schools, and personnel are hereby directed to extend the necessary cooperation and submit complete and accurate payroll-related documents within the prescribed timelines to facilitate the efficient delivery of payroll services.

6. This Memorandum shall take effect immediately and shall supersede previous issuances concerning the composition of the DPSU that are inconsistent herewith.

7. Immediate dissemination of and compliance with this Memorandum are directed.

00023038
RELEASED
OCT 22 2026

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

AOAS/10-062-2026