



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 DIVISION OF PAGADIAN CITY

**RELEASED**  
 Date/Initial: 5/7/24  
 DepEd. Division of Pagadian City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

May 7, 2024

**DIVISION MEMORANDUM**  
 No. 151, s. 2024

**EXECUTIVE AND PERSONNEL FORUM 2024**

To: Assistant Schools Division Superintendent  
 Administrative Officer V  
 Others concerned

1. This has reference to DMS Reference No. 2024-ROIX-0048934 re: Executive and Personnel Forum on Compensation and other Matters of the Department of Budget and Management-Region IX, to be conducted on May 10, 2024 at Dipolog City, Zamboanga Del Norte.
2. Identified participants of this Division are as follows:

NAME	POSITION	FUNCTIONAL DIVISION
LOURMA I. POCULAN, EMD, CESO VI	OIC- Schools Division Superintendent	OSDS
JUDITH V. ROMAGUERA, EdD, CESO VI	Assistant Schools Division Superintendent	OSDS
MYRIEN GLIE T. MIER, CPA	Accountant III	OSDS
CARLOS M. FUERZAS, JR.	Administrative Officer IV	OSDS
BAI HASNAH M. LATIP	Administrative Aide VI	OSDS

3. Travelling expenses of the participants shall be charged against Local Funds subject to the usual accounting and auditing rules and procedures.
4. Enclosed is the letter of invitation, DMS Reference No. 2024-ROIX-0048934 for your perusal.
5. For immediate dissemination and compliance.

**LOURMA I. POCULAN, EMD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC- Schools Division Superintendent

CBHG/OSDS/MEMO  
 Control No.05/07/2024

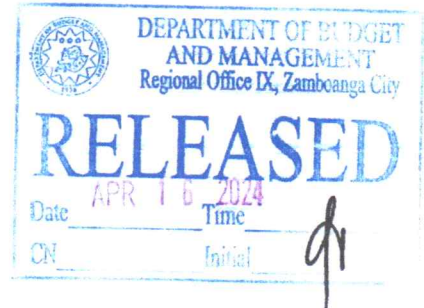


REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION IX

DMS Reference No. 2024-ROIX-0048934-E

April 16, 2024

**LOURMA I. POCULAN, CESO VI**  
OIC-Schools Division Superintendent  
Division of Pagadian City  
Department of Education  
Pagadian City



Dear **Ms. Poculan**:

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 14:48:25  
+08'00'

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



REPUBLIC OF THE PHILIPPINES  
Department of Budget and Management  
REGION IX

**PROGRAM**

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

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

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

Health Break

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

Terminal Leave Benefits and Monetization of  
Leave Credits  
Implementation and Monitoring of Step Increment  
Salary Integration

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

**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:

1 SDS ✓

2 ASDS ✓

3 Myrien Glie T. Mier, CPA

4 Amie Q. Tomon ✗

5 Carlos M. Fuerzas, Jr.

6 Karren Mae A. Bazar



Accountant-III ✓

A.O.-V (Budget) ✓

A.O.-IV(HRMO) ✓

ADAS-III ✗

Bai Hasnah M. Latip ADA-VI