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Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL


NAME	JUNE BENICE L. ADELAN/SHAINA MONTAÑO
Position/ Designation	ITO 1/CLERK
Permanent Station	ICTS
Purpose of Travel (must be supported by attachments)	BENCHMARKING OF DENR HANDBOOK (ARTA)
Host of Activity	
Inclusive Dates	MAY 5, 2025
Destination	DENR OFFICE (PITX)
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
<div style="display: flex; justify-content: space-between;"><div style="text-align: center;"> JUNE BENICE L. ADELAN/SHAINA MONTANO Name and Signature of Requesting Employee</div><div style="text-align: center;">4/30/2025 Date</div></div>	
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
<div style="display: flex; justify-content: space-between;"><div style="text-align: center;"> BERNADETTE T. LUNA Name and Signature of Recommending Authority</div><div style="text-align: center;"> Date</div></div>	
APPROVED	
<div style="display: flex; justify-content: space-between;"><div style="text-align: center;"> HOMER N. MENDOZA Name and Signature of Approving Authority</div><div style="text-align: center;"> Date</div></div>	



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

MEMORANDUM

TO : Assistant Schools Division Superintendent
CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Administrative Units
All concerned

FROM : 
HOMER N. MENDOZA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **PREPARATION OF OFFICE HANDBOOK AND FORMATION OF COMMITTEES**

DATE : **March 28, 2025**

Purpose

The preparation of an Office Handbook is aimed at standardizing policies, procedures, and expectations for all employees. The handbook will serve as a comprehensive resource that reflects our organizational culture and operational guidelines.

To facilitate the development of the Office Handbook, we will establish several committees that will focus on different sections of the handbook. Each committee will be responsible for drafting, reviewing, and finalizing their designated sections.

Proposed Committees:

1. Policies and Procedures Committee

Responsibilities: Draft policies related to attendance, leave, and workplace conduct.

Chairperson: Ronnie Yohan

Members: Josepheus Perseus Banaag

Rosa Irma Geda

Michelle Francisco

General Policies and Procedures

- Working Hours
- Proper Attire and Employee ID

- Attendance & Punctuality
- Harassment, Including Sexual Harassment
- Substance Abuse
- No Smoking Policy
- Use of Facilities, Equipment and Government Vehicles

Code of Conduct and Ethical Standards for Public Officials and Employees

- Norms of Conduct
- Duties and Responsibilities
- Administrative Offenses & Penalties

2. Health and Safety Security Committee

Responsibilities: Outline health and safety protocols, emergency procedures, and wellness initiatives.

Chairperson: Gian Paul Creencia

Members: Marife Grossman
Maybelle Animas

3. Employee Benefits, Compensation and Other Personnel Actions Committee

Responsibilities: Detail employee benefits, compensation structures, and performance evaluation processes.

Scope	Committee
Recruitment, Selection & Placement <ul style="list-style-type: none"> • Recruitment Flow Chart • Appointment Process 	Chairperson: Marilyn Anglo Members: Rhoda Saulog
Personnel Transactions <ul style="list-style-type: none"> • Certificate of Employment • Service Record • Travel Authority • Correction/Change of Personal Information • Change Status/Additional Beneficiaries • SALN 	Chairperson: Melissa Aquino Members: Verna Etoquilla Loren Dioneda
Compensation and Benefits <ul style="list-style-type: none"> • Payroll Cycle • Basic Benefits • Bonuses • Magna Carta Benefits • Salary Step Increment • Salary Adjustment • Loan Application 	Chairperson: Sandra Bettina Escobar Members: Jennie Grace Dar Jamela Rose Pinile
Leave Privileges <ul style="list-style-type: none"> • Compensatory Overtime Credit • Vacation Leave • Sick Leave • Forced/Mandatory Leave 	Chairperson: Maria Cecilia Villania Members: Ericson Foz Anna Tricia Pacala

<ul style="list-style-type: none"> • Special Privilege Leave • Maternity Leave • Paternity Leave • Solo Parent Leave • Study Leave • Violence Against Women and Their Children Leave • Rehabilitation Leave • Special Leave Benefit for Women (Gynecological Leave) • Special Emergency (Calamity) Leave • Adoption Leave • Monetization of Leave Credits • Terminal Leave • PhilHealth Benefits 	
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4. Training and Development Committee

Responsibilities: Define training programs, onboarding processes, and professional development opportunities.

Chairperson: Darlferhen Dancel

Members: Naamah Mambalos

Medel Carlos Zarsuelo Jr.

5. Diversity and Inclusion Committee

Responsibilities: Ensure that the handbook reflects our commitment to diversity, equity, and inclusion.

Chairperson: Riza Garcia

Members: Girlie Anne Obias

SGOD

Welcome Message

Historical Background

Key Officials

Organizational Structure

Mandate

Vision

Mission

Core Values

Strategic Map

PRIME-HRM

1. Strategic Performance Management System – ASDS, AOV and Planning Officer
 - OPCR/IPCR
2. Rewards and Recognition - SGOD
3. Learning & Development - HRTD
4. Recruitment Selection - HR

Quality Management System

Chairperson: Marilou Bronzi

Members: Jenielyn Sadang

Anti-Red Tape Authority

Chairperson: June Bence Adelan

Member: Shaina Montano

Timeline

Committee Formation: March 28, 2025 – April 02, 2025

Initial Meeting: April 03, 2025

Writing of the Draft: April 21, 2025 – May 02, 2025

Draft Submission and Review Period: May 05, 2025

Final Approval: May 26, 2025

Each committee is expected to meet regularly to discuss progress, share ideas, and ensure that their sections align with the overall objectives of the handbook.

The Office Handbook is crucial for fostering a cohesive work environment and ensuring clarity in our operations. Your participation and input are vital to the success of this project. Let's work together to create a handbook that reflects our values and serves as an essential guide for all employees.

Annexes

Leave Form

Change of Schedule, Duty and Day-off Form

Availment of CTO Form

Request for Cancellation of Leave Form/CTO

Checklist for Application of Leave

Checklist for Loan Application

Travel Authority

Locator Slip

Panunumpa ng Katapatan sa Watawat ng Pilipinas

Panunumpa ng Lingkod-Bayan

Bagong Pilipinas Pledge



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

3 APR 2025

OFFICE MEMORANDUM

No. 24, s. 2025

**NOTICE OF MEETING TO DISCUSS THE PREPARATION OF
OFFICE HANDBOOK AND FORMATION OF COMMITTEES**

To: Assistant Schools Division Superintendent
CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. Relative to the preparation of an Office Handbook aimed at standardizing policies, procedures, and expectations for all employees, an initial meeting will be held to discuss the formation of committees and the preparation of the Office Handbook on April 03, 2025, at 2:00 PM in the SDO New Conference Building.
2. See Enclosure 1 for the list of participants for the said meeting.
3. For dissemination and strict compliance.

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated,
Reference: As stated,

To be indicated in the Perpetual Index
under the following subject:
MEETING



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@depd.gov.ph
Website: www.depdimuscity.com
Facebook Page: @sdoimuscity



Enclosure no. 1

No.	Name	Office
1	Ronnie Yohan	OSDS
2	Josepheus Perseus Banaag	OSDS
3	Rosa Irma Geda	OSDS
4	Michelle Francisco	OSDS
5	Marilyn Anglo	OSDS
6	Rhoda Saulog	OSDS
7	Melissa Aquino	OSDS
8	Verna Etoquilla	OSDS
9	Loren Dioneda	OSDS
10	Sandra Bettina Escobar	OSDS
11	Jenie Grace Dar	OSDS
12	Jamela Rose Pinile	OSDS
13	Maria Cecile Villania	OSDS
14	Ericson Foz	OSDS
15	Anna Tricia Pacala	OSDS
16	June Bench Adelan	OSDS
17	Shaina Montano	OSDS
18	Marilou Bronzi	SGOD
19	Jenielyn Sadang	SGOD
20	Darlferhen Dancel	SGOD
21	Naamah Mambalos	SGOD
22	Medel Carlos Zarsuelo Jr.	SGOD
23	Girlye Anne Obias	SGOD
24	Gian Paul Creencia	SGOD
25	Marife Grossman	SGOD
26	Maybelle Animas	SGOD
27	Riza Garcia	CID

