



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

December 10, 2025

DIVISION MEMORANDUM  
OSDS No. 167, s. 2025

**PERSONNEL -IN CHARGE OF ENCODING ACCOUNT NUMBERS AND SUBMISSION OF CASH DEPOSITS SLIPS**

To: Assistant Schools Division Superintendent  
Educational Program Supervisors  
Section Heads  
School Heads  
School-based Administrative Officer II  
School -based finance personnel

1. In connection of the opening of payroll account numbers for all SDO Tacurong City personnel with the Land Bank of the Philippines (LBP), the Division office will consolidate all account numbers for the payroll preparation.
2. To fast - track this process, the Division office has designated personnel-in charge to encode account numbers through the assigned link and submit clear photocopies of cash deposit slips to the **Accounting Section**. The deadline for encoding and submission is on **January 6, 2026**.
3. All personnel are reminded to open their payroll account on or before **December 23, 2025**.
4. Please refer to the attached file for the list of personnel-in charge per school.
5. All Division policies and other previous issuances inconsistent with the provisions of this memorandum are hereby repealed and modified accordingly.
6. Immediate dissemination of and compliance with this memorandum are desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference: None  
Allotment: None  
To be included in the perpetual Index under  
MEETING RECORDS

JGS/OSDS/DM/ PERSONNEL -IN CHARGE OF ENCODING ACCOUNT NUMBERS AND SUBMISSION OF CASH DEPOSITS SLIPS/DECEMBER 10, 2025



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



**Republic of the Philippines**  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

LIST OF PERSONNEL IN-CHARGE OF ENCODING ACCOUNT NUMBERS AND  
SUBMITTING CASH DEPOSIT SLIPS

NAME OF PERSONNEL	SCHOOL
ANGEL KRIS G. SIMON	TACURONG PILOT ELEMENTARY SCHOOL
KRIZLE C. ROSALES	NEW ISABELA CENTRAL ELEMENTARY SCHOOL
JOSIE E. LAVALLE	KALANDAGAN ELEMENTARY SCHOOL
DANIEL O. COSTAS	J. HECTOR LACSON ELEMENTARY SCHOOL
RAIZA GRACE O. LEYNES	MARIA Z. BAYYA ELEMENTARY SCHOOL
RADDY P. SANDIG	SAN RAFAEL ES
GLAIZA DASMARINAS	VICTORINA P. DASMARINAS ES
GLORY GRACE ALBARAN	CASILDA P. VENUS ELEMENTARY SCHOOL
RODNA RIVERAL	AMADO FERNANDEZ CENTRAL ELEMENTARY SCHOOL
GEOSALYN MACAILING	PEDREGOSA -ACOSTA ELEMENTARY SCHOOL
JACQUELINE DUADUA	SAN EMMANUEL ELEMENTARY SCHOOL
CHINNIE B. QUIBUYEN	TINA ELEMENTARY SCHOOL
CONCEPCION PACLIBAR	ABANG -SUIZO INTEGRATED SCHOOL
KATHYRNA CELENDRO	SAN ANTONIO ELEMENTARY SCHOOL
SARRAH JANE RUELAN	BUENAFLORE ELEMENTARY SCHOOL
HEAVEN GRACE ARROZA	NEW LAGAO ELEMENTARY SCHOOL
MARIALINA TORING	DR. MANUEL J. GRINO CENTRAL SCHOOL
MICHELLE DORADO	MARIA A. MONTILLA MEMORIAL ELEMENTARY SCHOOL
CLARISSE FABRIGAR	JOSUE A. ALCASID CENTRAL SCHOOL
ROSELLE CARVAJAL	JV LAGON ELEMENTARY SCHOOL
REYMARK PAMA	LOURDES PAMA ELEMENTARY SCHOOL
PAULO MIGUEL SEGURA	LANCHETA – MAGALLON ELEMENTARY SCHOOL
DOREEN LOU ESTANISLAO	RAJAH MUDA ES MAIN & BEAM
GRACE PAMPOSA	ELISA P. BERNARDO MES MAIN & BEAM
NELYN O. REYES	TACURONG NATIONAL HIGH SCHOOL – JHS & SHS
BELINDA B. GABIAZON	VF GRINO MEMORIAL NHS – JHS & SHS
ADELPA ABENOJA	UPPER KATUNGAL NHS – JHS & SHS
HYASETH HOPE FUENTES	AS BERNARDO NATIONAL HS – JHS & SHS
CLEO IRENE I. DAROS	SAN EMMANUEL NHS – JHS & SHS
ELJAN S. DIAZ	SAN PABLO NHS – JHS & SHS
EDMAR O. PANILA	RAJAH MUDA NHS – JHS & SHS
RUBY LYN L. ALCONERA	DIVISION OFFICE

SCHOOL LEVEL	LINK
ELEMENTARY	<a href="http://bit.ly/42eXrAu">bit.ly/42eXrAu</a>
SECONDARY	<a href="http://bit.ly/41xZ22V">bit.ly/41xZ22V</a>
DIVISION OFFICE	<a href="http://bit.ly/3RfVQnA">http://bit.ly/3RfVQnA</a>



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)