



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



August 30, 2024

DIVISION MEMORANDUM

No. 696, s. 2024

**ATTENDANCE TO THE WORKSHOP ON DEVELOPMENT OF PAYROLL
SYSTEM FOR THE BANGSAMORO AUTONOMOUS REGION
IN MUSLIM MINDANAO MINISTRY OF BASIC, HIGHER
AND TECHNICAL EDUCATION**

To : **NORBERTO S. MANLANGIT**, Administrative Officer V
JONAS D. CABALIDA, Teacher II-Nabunturan NCHS
NANNEL R. ARANTON, Teacher II-Compostela NHS
ANA O. CERBO, Administrative Officer II
OFELIA S. TATAD, Administrative Officer II

1. Attached is a letter invitation from Novie Lyn C. Buendia, CPA, Chief Administrative Officer, Finance Division, Bangsamoro Autonomous Region in Muslim Mindanao Ministry of Basic, Higher and Technical Education, Cotabato City, to the Workshop on Development of Payroll System to be held in Dusit Thani, Davao City on August 31 to September 3, 2024.
2. Anent to the above, please be advised to attend the said activity to share to them the best practices of DepEd Davao de Oro as regards our payroll system.
3. Travel and other allowable incidental expenses incurred in attendance to the said activity on August 31 to September 1, 2024, shall be borne by the requesting Ministry.
4. Dissemination of this Memorandum to all concerned is desired.


CRISTY C. EPE, CESO V
Schools Division Superintendent





Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Finance Division

August 28, 2024

CRISTY C. EPE, CESO V
Schools Division Superintendent



Attention: **NORBERTO S. MANLANGIT, MPA**
Admin Officer V

Dear Ma'am, Christy:

Assalamu 'alaykum warahmatullah wabarakatuh.

The Ministry will be conducting a Workshop on Development of Payroll System to be held in Dusit Thani, Davao City on August 31 to September 3, 2024 (inclusive travel time). Our participants will be from various divisions and sections of this office.

Anent this, may I respectfully invite **Janos D. Cabalida**, *Programmer*, and **Nannel R. Aranton**, *Programmer*, together with **Norberto S. Manlangit**, *Payroll Manager (AO V)*, **Ana O. Cerbo**, *Payroll Master (AO II)*, and **Opelia S. Tatad**, *GSIS-in-Charge (AO II)*, to conduct an introductory as well as an in-depth discussion to the Payroll System of DepEd Davao.

We kindly request you to confirm your availability for the proposed date and time. Should there be any concern, please contact us at the earliest time possible at 0916-191-3508 or via email thru mbhtefinance@gmail.com.

Hoping for your positive response.

Thank you and *wassalam*.

Sincerely,


NOVIE LYN C. BUENDIA, CPA
Chief, Finance Division