



Republic of the Philippines
Department of Education – Region III
TARLAC CITY SCHOOLS DIVISION
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DIVISION MEMORANDUM

No. 196, s. 2019

Date: August 15, 2019
To: Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
From: The Office of the Schools Division Superintendent
Subject: **TRAINING –WORKSHOP ON COMPUTATION OF SERVICE CREDITS
AND TERMINAL LEAVES AND OTHER LEAVE MATTERS**

1. This is to announce the conduct of Training- Workshop on the Computation of Service/Terminal Leaves on August 19,2019 8:00 am to 5:00 pm at Tarlac City Schools Conference Hall.
2. The training-workshop aims to update the concerned participants on the computation of service credits and terminal leave of retiring personnel. Other matters concerning leaves shall also be discussed.
3. Participants are listed in Enclosure No.1 and are expected to participate in the training-workshop.
4. Travel expenses shall be charged against School MOOE/s and food shall be charged against HRTD fund subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of the Memorandum to all concerned is earnestly desired.




TERESA D. MABABA, CESO V
Schools Division Superintendent

1	Eliazer E. Sahagun	AO-V	TCSDO
2	Ma. Cristina A. Espiritu	AO-IV	TCSDO
3	Aimee R. Dungca	AO-II	Maliwalo HS
4	Maricel U. Millora	AO-II	San Manuel HS
5	Mary Grace R. Cawigan	AO-II	Tibag HS
6	Jean Marie M. David	AO-II	CAT HS
17	Sharls Alpert L. Arrojo	ADAS-II	Amucao HS
8	Jelica B. Barba	ADAS-II	CAT HS
9	Bien Patrick C. Canlas	ADAS-II	San Miguel CES
10	Marian R. Canlas	ADAS-II	Maliwalo HS
11	Val Cawigan	ADAS-II	Matatalaib HS
12	Francis T. Daraug	ADAS-II	Tibag HS-SHS
13	Michael Angelo Dumayas	ADAS-II	San Manuel HS
14	Manuel B. Emaas	ADAS-II	Balibago IS
15	Mary Jane W. Gacutan	ADAS-II	Tarlac West CES
16	Michael B. Garillo	ADAS-II	Maliwalo HS-SHS
17	Shaira P. Gubaton	ADAS-II	CAT HS
18	Gimleo Lacsa	ADAS-II	ALVINDIA AGUSO HS
19	Carlos L. Lacson, Jr.	ADAS-II	ALVINDIA ES
20	Yolanda M. Mamaril	ADAS-II	TCSDO
21	Ferdinand C. Manguera	ADAS-II	SAN MANUEL HS
22	Arnel S. Nunag	ADAS-II	MALIWALO CES
23	Mark Allen S. Ocay	ADAS-II	CAT HS
24	Reynaldo E. Osongco	ADAS-II	BARAS-BARAS HS
25	Katrina Joy D. Pascual	ADAS-II	STO CRISTO IS
26	Shara Mayola B. Pedranza	ADAS-II	ARMENIA IS
27	Karen M. Principe	ADAS-II	ALVINDIA AGUSO HS
28	Shyr Christine B. Rivera	ADAS-II	BALIBAGO IS
29	Charmaine Rodriguez	ADAS-II	STO CRISTO IS

30	Ma. Shiela B. Samson	ADAS-II	SAN MANUEL HS
31	Francis Vincent Q. Zarate	ADAS-II	MATATALAIB HS
32	Jermaine Paul A. Bulatao	ADAS-III	TARLAC WEST CES
33	Katreena M. Domingo	ADAS-III	TIBAG HS
34	Maria Theresa M. Duenas	ADAS-III	SAN MANUEL HS
35	Jefferson B. Dungca	ADAS-III	SAN MIGUEL CES
36	Jeanne Marie T. Magat	ADAS-III	TCSDO
37	Jean P. Nunag	ADAS-III	MALIWALO HS
38	Rowena C. Tanig	ADAS-III	MALIWALO CES
39	Elizabeth Aireen V. Villanueva	ADAS-III	BALIBAGO IS
40	Joyce O. Yumul	ADAS-III	TCSDO