



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

10 Nov 2022

DIVISION MEMORANDUM

No. JOS, s. 2022

**ADJUSTMENTS IN THE ASSIGNMENT OF NON-TEACHING  
PERSONNEL FOR SCHOOLS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field on the changes in the assignment of Administrative Officer II, Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer), effective **November 10, 2022**. Kindly refer to the enclosure as to the details of assignment. This is to ensure efficient delivery of services by Administrative Officers and Administrative Assistants specially in the procurement of goods and services for the schools.

POSITION	STATION
Administrative Officer II	Main School of Assignment <i>*Other schools to be catered by AO II shall assign a Liaison Officer to submit documents for processing of AO II in the main school of assignment</i>
Administrative Assistant III	Division Office
Administrative Assistant II	Division Office

2. The following steps shall be observed to ensure smooth transition of operations:

AREA OF CONCERN	STEPS/ACTION TO BE TAKEN
Personnel Matters	To be centralized back to the Personnel Unit; May be delegated back to AO-II
Canvass	To be centralized back to the Division Office c/o 2 AO-II
Cash Advances granted before November 10, 2022	To be processed by existing ADAS-II and ADAS-III
Cash Advances granted after November 10, 2022	Procurement forms to be prepared and processed by AO-II deployed in schools





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Fidelity Bond	Awaiting approval of Fidelity Bond application of ADAS-II, AO-II and new Teacher-In-Charge, the existing School Treasurer, School Custodian and School-In-Charge shall sign the financial documents, respectively
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3. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This is for your information, guidance and compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent ✓  


To be indicated in the Perpetual Index  
Under the following subjects:

ASSIGNMENT

EMPLOYEES



ADAS III	SCHOOL ASSIGNMENT	AO II	SCHOOL ASSIGNMENT	ADAS II	SCHOOL ASSIGNMENT
<b>ALSAMEL JANE B. PAISANO</b>	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	<b>LEABETH P. SALVA</b>	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL HIMAYA ELEMENTARY SCHOOL	<b>CARLOS D. ACERO JR.</b>	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL
<b>RUBY FLOR M. SINCO</b>	PEDRO SA BACULIO ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL KIBONBON ELEMENTARY SCHOOL HIMAYA ES HIMAYA NATIONAL HIGH SCHOOL-JHS HIMAYA NATIONAL HIGH SCHOOL-SHS SAMBULAWAN NATIONAL HIGH SCHOOL-JHS	<b>CLARK AIRON G. UNSON</b>	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-JHS	<b>EVERLYN M. CAÑETE</b>	PEDRO SA BACULIO ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL KIBONBON ELEMENTARY SCHOOL HIMAYA ELEMENTARY SCHOOL HIMAYA NATIONAL HIGH SCHOOL-JHS HIMAYA NATIONAL HIGH SCHOOL-SHS SAMBULAWAN NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS
<b>DIANNE L. SUGUILON</b>	KALABAYLABAY INTEGRATED SCHOOL - ES KALABAYLABAY INTEGRATED SCHOOL - JHS EL SALVADOR CENTRAL SCHOOL SINALOC NATIONAL HIGH SCHOOL-JHS SINALOC NATIONAL HIGH SCHOOL-SHS SINALOC ELEMENTARY SCHOOL	<b>KEMBERLY D. OCO</b>	COGON ELEMENTARY SCHOOL	<b>MERAPE O. CLARABAL</b>	KALABAYLABAY INTEGRATED SCHOOL - ES KALABAYLABAY INTEGRATED SCHOOL - JHS EL SALVADOR CENTRAL SCHOOL SINALOC NATIONAL HIGH SCHOOL-JHS SINALOC NATIONAL HIGH SCHOOL-SHS SINALOC ELEMENTARY SCHOOL SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL
<b>MARILOU B. PAGLINAWAN</b>	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL	<b>RODRIGO N. VALMORIA JR.</b>	EL SALVADOR CENTRAL SCHOOL BOLISONG ELEMENTARY SCHOOL SINALOC NATIONAL HIGH SCHOOL-JHS SINALOC NATIONAL HIGH SCHOOL-SHS SINALOC ELEMENTARY SCHOOL	<b>FRITZIE LYNNE B. GEQUINTO</b>	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL
<b>MARJORIE T. RAS</b>	HINIGDAAN NATIONAL HIGH SCHOOL-JHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-JHS EL SALVADOR NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL	<b>CARMINA JESSICA B. MENDEZ</b>	PSB ELEMENTARY SCHOOL KALABAYLABAY INTEGRATED SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	<b>CHARISSE A. BACULIO</b>	HINIGDAAN NATIONAL HIGH SCHOOL-JHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-JHS EL SALVADOR NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL BOLISONG ELEMENTARY SCHOOL
<b>EDJIE P. DAGOPIOSO</b>	ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	<b>ROTHELLEE L. SABURNIDO</b>	AMOROS ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAMBULAWAN NATIONAL HIGH SCHOOL HIMAYA NATIONAL HIGH SCHOOL-JHS HIMAYA NATIONAL HIGH SCHOOL-SHS		
		<b>EULITA M. CASTILLO</b>	HINIGDAAN NATIONAL HIGH SCHOOL-JHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL		
		<b>HONEY LUZ A. SABUERO</b>	TAYTAY ELEMENTARY SCHOOL KIBONBON ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL		
		<b>NICK C. RATUNIL</b>	CANVASSER-ALL ELEMENTARY SCHOOLS		
			CANVASSER-ALL SECONDARY SCHOOLS		