



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

20 Jan 2023

DIVISION MEMORANDUM  
No. 029, s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 505, s. 2022 RE: ASSIGNMENT  
OF NON-TEACHING PERSONNEL FOR SCHOOLS**

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

1. This is to inform the field of the following changes in the assignment of bookkeepers, effective **February 01, 2023**.

A. *Administrative Officer II*

EMPLOYEE	CLUSTERED SCHOOLS	MAIN STATION
KEMBERLY D. OCO	<ul style="list-style-type: none"><li>• KALABAYLABAY INTEGRATED SCHOOL</li><li>• PSB ELEMENTARY SCHOOL</li><li>• BOLISONG ELEMENTARY SCHOOL</li></ul>	KALABAYLABAY INTEGRATED SCHOOL (MONDAY TO THURSDAY) DIVISION OFFICE (FRIDAY)
RODRIGO N. VALMORIA	<ul style="list-style-type: none"><li>• SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL-JHS</li><li>• SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL-SHS</li><li>• SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL</li></ul>	DIVISION OFFICE

B. *Administrative Assistant III*

EMPLOYEE	CLUSTERED SCHOOLS	MAIN STATION
ARIEL S. PADIGOS	<ul style="list-style-type: none"><li>• BOLISONG ELEMENTARY SCHOOL</li><li>• SAMBULAWAN ELEMENTARY SCHOOL</li><li>• SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL-JHS</li><li>• SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL-SHS</li></ul>	DIVISION OFFICE





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	• SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	
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C. *Administrative Assistant II*

<b>EMPLOYEE</b>	<b>CLUSTERED SCHOOLS</b>	<b>MAIN STATION</b>
EDJIE P. DAGOPIOSO	<ul style="list-style-type: none"><li>• HINIGDAAN NATIONAL HIGH SCHOOL-JHS</li><li>• HINIGDAAN NATIONAL HIGH SCHOOL-SHS</li><li>• EL SALVADOR CITY NATIONAL HIGH SCHOOL-JHS</li><li>• EL SALVADOR CITY NATIONAL HIGH SCHOOL-SHS</li><li>• HINIGDAAN ELEMENTARY SCHOOL</li><li>• BOLISONG ELEMENTARY SCHOOL</li></ul>	DIVISION OFFICE

2. 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.

3. 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

