



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

25 Jan 2023

DIVISION MEMORANDUM  
No. 038, s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 29, s. 2023**  
**RE: 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 that the assignment of non-teaching personnel for schools shall be adjusted, effective **February 01, 2023**. Kindly refer to the enclosure for the cluster of schools assigned for each Administrative Officer II, Administrative Assistant III and Administrative Assistant II. The following shall be the function of the non-teaching personnel for the schools.

<b>POSITION / DESIGNATION</b>	<b>FUNCTION</b>
Administrative Officer II	BAC Secretariat and School Property Custodian
Administrative Assistant III	Senior Bookkeeper
Administrative Assistant II	Disbursing Officer

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



FUNCTION: ADAS III	SCHOOL ASSIGNMENT	MAIN STATION	FUNCTION: AO II	SCHOOL ASSIGNMENT	MAIN STATION	FUNCTION: ADAS II	SCHOOL ASSIGNMENT	MAIN STATION
ALSAMEL JANE B. PAISANO	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	DIVISION OFFICE	LEABETH P. SALVA	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL HIMAYA ELEMENTARY SCHOOL	MOLUGAN NHS	CARLOS D. ACERO JR.	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	DIVISION OFFICE
RUBY FLOR M. SINCO	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	DIVISION OFFICE	CLARK AIRON G. UNSON	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS EL SALVADOR CITY NATIONAL HIGH SCHOOL-SHS EL SALVADOR CITY NATIONAL HIGH SCHOOL-JHS	EL SALVADOR CITY NATIONAL HIGH SCHOOL	EVERLYN M. CAÑETE	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	DIVISION OFFICE
DIANNE L. SUGUILON	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	DIVISION OFFICE	KEMBERLY D. OCO	KALABAYLABAY INTEGRATED SCHOOL PSB ELEMENTARY SCHOOL COGON ELEMENTARY SCHOOL	KALABAYLABAY INTEGRATED SCHOOL (MONDAY TO THURSDAY) DIVISION OFFICE (FRIDAY)	MERAFE O. CLARABAL	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	DIVISION OFFICE
MARIELOU B. PAGLIWANAN	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL	DIVISION OFFICE	RODRIGO N. VALMORIA JR.	SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	DIVISION OFFICE	FRITZIE LYNNE B. GEQUINTO	COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL	
MARJORIE T. RAS	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	DIVISION OFFICE	CARMINA JESSICA B. MENDEZ	AMOROS ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAMBULAWAN NATIONAL HIGH SCHOOL HIMAYA NATIONAL HIGH SCHOOL-JHS HIMAYA NATIONAL HIGH SCHOOL-SHS	AMOROS ELEMENTARY SCHOOL	EDHE P. DAGOPIOSO	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	
ARIEL S. PADIGOS	BOLISONG ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	DIVISION OFFICE	ROTHELLEE L. SABURNIDO	HINIGDAAN NATIONAL HIGH SCHOOL-JHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL	HINIGDAAN NATIONAL HIGH SCHOOL			
			EULITA M. CASTILLO	TAYTAY ELEMENTARY SCHOOL KIBONBON ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL	TAYTAY ELEMENTARY SCHOOL			
			HONEY LUZ A. SABUERO	CANVASSER-ALL ELEMENTARY SCHOOLS	DIVISION OFFICE			
			NICK C. RATUNIL	CANVASSER-ALL SECONDARY SCHOOLS	DIVISION OFFICE			