



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

September 20, 2023

DIVISION MEMORANDUM
No. 403, s. 2023

DEPLOYMENT OF ADMINISTRATIVE OFFICERS II, ADMINISTRATIVE ASSISTANTS III AND ADMINISTRATIVE ASSISTANTS II

To:

**Assistant Schools Division Superintendent
Education Program Supervisors
School Heads
Administrative Officer II
Administrative Assistant III
Administrative Assistant II
All Others Concerned
This Division**

1. Relative to Regional Memorandum No. 0491, s. 2023 titled **Reiteration of the Return to School Order for Administrative Officer II, Administrative Assistants III and II**. The concerned personnel are directed to report to their respective Main Stations effective October 2, 2023.
2. A copy of the list of personnel, including their respective School Assignments is attached herewith.
3. The School Head is designated to sign the Authority to Travel and Locator Slip in behalf of the Schools Division Superintendent for travel that is for procurement purposes only.
4. Additionally, the Administrative Assistant III is assigned to sign the BIR Form 2306 in behalf of the Division Accountant.
5. Further, the schools are permitted to use the Division Vehicle (Hi-Ace Van) for the procurement of high-volume supplies and materials once a week and the gasoline expenses will be charged to the School MOOE.
6. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil Status, disability, religion, ethnicity or political affiliation.
7. For information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent 

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

Accounting/deployment/personnel

Acctg/ cda



Address: Zone 3, Poblacion, El Salvador City
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Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**



ADAS III	SCHOOL ASSIGNMENT	MAIN STATION	AO II	SCHOOL ASSIGNMENT	MAIN STATION	ADAS II	SCHOOL ASSIGNMENT	MAIN STATION
ALSAMEL JANE B. PAISANO	MOLUGAN NATIONAL HIGH SCHOOL-IHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	MOLUGAN NATIONAL HIGH SCHOOL-IHS	LEABETH P. SALVA	MOLUGAN NATIONAL HIGH SCHOOL-IHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	MOLUGAN NHS	CARLOS D. ACERO JR.	MOLUGAN NATIONAL HIGH SCHOOL-IHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL	MOLUGAN NHS
RUBY FLOR M. SINCO	PEDRO SA BACULIO ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL KIBONBON ELEMENTARY SCHOOL HIMAYA ES HIMAYA NATIONAL HIGH SCHOOL-IHS HIMAYA NATIONAL HIGH SCHOOL-SHS SAMBULAWAN NATIONAL HIGH SCHOOL-IHS	PEDRO SA BACULIO ELEMENTARY SCHOOL	CLARK AIRON G. UNSON	EL SALVADOR CITY NATIONAL HIGH SCHOOL-SHS EL SALVADOR CITY NATIONAL HIGH SCHOOL-IHS COGON NATIONAL HIGH SCHOOL-IHS COGON NATIONAL HIGH SCHOOL-SHS	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-IHS HIMAYA NATIONAL HIGH SCHOOL-SHS SAMBULAWAN NATIONAL HIGH SCHOOL-IHS	PEDRO SA BACULIO ELEMENTARY SCHOOL
DIANNE L. SUGUILON	KALABAYLABAY INTEGRATED SCHOOL - ES KALABAYLABAY INTEGRATED SCHOOL - IHS EL SALVADOR CENTRAL SCHOOL SINALOC NATIONAL HIGH SCHOOL-IHS SINALOC NATIONAL HIGH SCHOOL-SHS BOLISONG ELEMENTARY SCHOOL	EL SALVADOR CENTRAL SCHOOL	KEMBERLY D. OCO	KALABAYLABAY INTEGRATED SCHOOL SAN FRANCISCO DE ASIS NHS-IHS SAN FRANCISCO DE ASIS NHS-SHS SAN FRANCISCO DE ASIS ES	KALABAYLABAY INTEGRATED SCHOOL	MERAPE O. CLARABAL	KALABAYLABAY INTEGRATED SCHOOL - ES KALABAYLABAY INTEGRATED SCHOOL - IHS EL SALVADOR CENTRAL SCHOOL SINALOC NATIONAL HIGH SCHOOL-IHS SINALOC NATIONAL HIGH SCHOOL-SHS	EL SALVADOR CENTRAL SCHOOL
MARILOU B. PAGLINAWAN	COGON NATIONAL HIGH SCHOOL-IHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL	TAYTAY ELEMENTARY SCHOOL	RODRIGO N. VALMORIA JR.	HINIGDAAN ELEMENTARY SCHOOL BOLISONG ELEMENTARY SCHOOL	BOLISONG ELEMENTARY SCHOOL	FRITZIE LYNNE B. GEQUINTO	COGON NATIONAL HIGH SCHOOL-IHS COGON NATIONAL HIGH SCHOOL-SHS COGON ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL	TAYTAY ELEMENTARY SCHOOL
MARJORIE T. RAS	HINIGDAAN NATIONAL HIGH SCHOOL-IHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-IHS EL SALVADOR NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL	EL SALVADOR NATIONAL HIGH SCHOOL-IHS	CARMINA JESSICA B. MENDEZ	AMOROS ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAMBULAWAN NATIONAL HIGH SCHOOL HIMAYA ELEMENTARY SCHOOL	AMOROS ELEMENTARY SCHOOL	EDJIE P. DAGOPIOSO	HINIGDAAN NATIONAL HIGH SCHOOL-IHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS EL SALVADOR NATIONAL HIGH SCHOOL-IHS EL SALVADOR NATIONAL HIGH SCHOOL-SHS HINIGDAAN ELEMENTARY SCHOOL BOLISONG ELEMENTARY SCHOOL	EL SALVADOR NATIONAL HIGH SCHOOL-IHS
LOVELY JOY CATANE	SINALOC ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-IHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	SINALOC ELEMENTARY SCHOOL	EULITA M. CASTILLO	TAYTAY ELEMENTARY SCHOOL PEDRO SA BACULIO ES SINALOC ELEMENTARY SCHOOL	TAYTAY ELEMENTARY SCHOOL	ROTHELEE SABURNIDO	SINALOC ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-IHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	SINALOC ELEMENTARY SCHOOL
			NICK C. RATUNIL	HIMAYA NATIONAL HIGH SCHOOL-IHS HIMAYA NATIONAL HIGH SCHOOL-SHS ULALIMAN ELEMENTARY SCHOOL	ULALIMAN ELEMENTARY SCHOOL			
			HONEY LUZ S. NACUA	HINIGDAAN NATIONAL HS-IHS HINIGDAAN NATIONAL HS-SHS KIBONBON ELEMENTARY SCHOOL COGON ELEMENTARY SCHOOL	COGON ELEMENTARY SCHOOL			