



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


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September 28, 2023

**UNNUMBERED MEMORANDUM**

To: Heads of Schools  
Elementary and Secondary Schools  
This Division

1. The School Heads are hereby informed that Administrative Officers II, ADAS II, ADAS III, have already been deployed to the lead-school in the organized cluster of schools. The purpose of the deployment is to relieve teachers from ancillary tasks, so that teachers can focus on their teaching duties.
2. In this regard, any request for office Job Order (J.O) including request for watchman shall secure indorsement from the Office of the Superintendent before it is given proper course of action.
3. For compliance of all concerned.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent



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