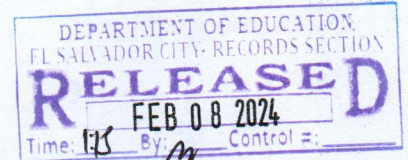




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

February 07, 2024

DIVISION MEMORANDUM
 No. 062, s. 2024

**STRICT IMPLEMENTATION OF DEPED ORDER NO. 002, s. 2024 and
 DEPLOYMENT TO SCHOOL ASSIGNMENTS**

To: **All Elementary and Secondary School Heads**
Project Development Officers II
Project Development Officers I
Administrative Officers II
All others concerned
 This Division

1. Relative to **DepED Order No. 002, s. 2024**, titled **Immediate Removal of Administrative Tasks of Public School Teachers**, this memorandum is issued to ensure the effective implementation of the directive within the division.
2. Effective April 1, 2024, all non-teaching personnel currently stationed at the Division Office and whose primary function aligns with school operations will be deployed to their designated school assignments.
3. This transition period aims to facilitate the seamless completion of the ongoing 1st quarter liquidation report, ensuring the accurate accounting of allocated funds before the personnel deployment to school(s).
4. Further, the following will be relieved from their tasks in the division office to focus on their assigned schools;


Name of the Employee	Current Function in the Division Office
Honeyluz S. Nacua	Division Canvasser
Nick C. Ratunil	Division Canvasser
Rodrigo R. Valmoria, Jr.	Division BAC Secretariat





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5. Project Development Officers II will also serve as members of the School Bids and Awards Committee of their assigned school(s). Meanwhile, Ms. Samantha Ellis M. Geñoso will handle all administrative tasks, excluding procurement functions, for her designated school.
6. Enclosed is the list of the identified non-teaching personnel with their corresponding school assignments (Enclosure 1).
7. The Division acknowledges the valuable contributions of the non-teaching personnel. This deployment initiative aims to enhance overall efficiency and support the core function of public education, emphasizing quality teaching and learning in the schools. The Office understands that this deployment may necessitate adjustments, and we are committed to providing necessary support throughout the transition process.
8. For questions or concerns regarding the deployment, you may contact the Human Resource Management Section.
9. This activity strictly adheres to the Equal Opportunity Principle, promoting a discrimination-free environment based on age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
10. For information, guidance, and compliance.


RANDOLPH B. TORTOLA ⁷⁶
Schools Division Superintendent

To be indicated in the Perpetual Index

Deployment/D.O, 004, .s 2024

Acctg/cda



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Transforming Schools,
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Enclosure 1: List of personnel and their school assignments

NAME	SCHOOL ASSIGNMENT	MAIN STATION
LEABETH P. SALVA	MOLUGAN NATIONAL HIGH SCHOOL BADIANGON ELEMENTARY SCHOOL	MOLUGAN NATIONAL HIGH SCHOOL
CLARK AIRON G. UNSON	EL SALVADOR CITY NATIONAL HIGH SCHOOL KIBONBON ELEMENTARY SCHOOL	EL SALVADOR CITY NATIONAL HIGH SCHOOL
KEMBERLY D. OCO	KALABAYLABAY INTEGRATED SCHOOL SAN FRANCISCO DE ASIS ES	KALABAYLABAY INTEGRATED SCHOOL
ROSA MARIA M. REBUSTO	COGON NATIONAL HIGH SCHOOL BOLISONG ELEMENTARY SCHOOL	COGON NATIONAL HIGH SCHOOL
RODRIGO N. VALMORIA JR.	SAMBULAWAN ELEMENTARY SCHOOL PEDRO SA BACULIO ELEMENTARY SCHOOL	PEDRO SA BACULIO ELEMENTARY SCHOOL
HONEYLUZ S. NACUA	AMOROS ELEMENTARY SCHOOL SAMBULAWAN NATIONAL HIGH SCHOOL	AMOROS ELEMENTARY SCHOOL
EULITA M. CASTILLO	TAYTAY ELEMENTARY SCHOOL SINALOC ELEMENTARY SCHOOL	TAYTAY ELEMENTARY SCHOOL
NICK C. RATUNIL	HIMAYA ELEMENTARY SCHOOL HIMAYA NATIONAL HIGH SCHOOL	HIMAYA NATIONAL HIGH SCHOOL
JENICE MAE L. MALACO	HINIGDAAN NATIONAL HIGH SCHOOL COGON ELEMENTARY SCHOOL	COGON ELEMENTARY SCHOOL
NISHI M. ABRATIGUIN	EL SALVADOR CITY CENTRAL SCHOOL SINALOC NATIONAL HIGH SCHOOL	EL SALVADOR CITY CENTRAL SCHOOL
CHARMAIGNE IRISH L. APDIAN	MOLUGAN CENTRAL SCHOOL ULALIMAN ELEMENTARY SCHOOL	MOLUGAN CENTRAL SCHOOL
INCOMING AO II	SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL HINIGDAAN ELEMENTARY SCHOOL	HINIGDAAN ELEMENTARY SCHOOL
JURICA ETHEL L. ESTRADA	MOLUGAN NATIONAL HIGH SCHOOL	DIVISION OFFICE
GLENN JOHN O. ISIDERIO	EL SALVADOR CITY NATIONAL HIGH SCHOOL	DIVISION OFFICE
ELMAEL V. MALACO, JR.	COGON NATIONAL HIGH SCHOOL	DIVISION OFFICE