

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


July 25, 2024

DIVISION MEMORANDUM
No. 282, s. 2024

REASSIGNMENT OF ADMINISTRATIVE ASSISTANT III

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. This memorandum outlines the reallocation of staff resources to address issues and concerns identified in the field. To improve support in schools, this office will be assigning additional manpower. This will involve the reassignment of Administrative Assistant III.
2. A copy of the list of personnel, including their respective School Assignments and effectivity is attached herewith.
3. 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.
4. For information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent *rb*

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

Accounting/reassignment/personnel

Acctg/mbj





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SCHOOLS DIVISION OF EL SALVADOR CITY

ADAS III	SCHOOL ASSIGNMENTS	MAIN STATION	EFFECTIVITY
LOVELY JOY CATANE	PEDRO SA BACULIO ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL SAN FRANCISCO NATIONAL HIGH SCHOOL-JHS SAN FRANCISCO NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	PEDRO SA BACULIO ELEMENTARY SCHOOL	SEPTEMBER 2, 2024
DEXTER CARANGCARANG	EL SALVADOR CITY CENTRAL SCHOOL SAMBULAWAN NATIONAL HIGH SCHOOL - JHS SAMBULAWAN NATIONAL HIGH SCHOOL - SHS SAMBULAWAN ELEMENTARY SCHOOL	EL SALVADOR CITY CENTRAL SCHOOL	JULY 29, 2024

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