



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

25 MAY 2023

DIVISION MEMORANDUM
No. 343, s. 2023

**ASSIGNMENT OF NON-TEACHING PERSONNEL TO
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel
All others concerned

1. Pursuant to the thrust of the Department of Education, to unload teachers from ancillary and/or non-teaching tasks and enable them to focus on the teaching and delivery of instruction, the field is hereby informed of the deployment of the non-teaching personnel to public elementary and secondary schools.
2. Administrative Officer II assigned at the Schools Division Office shall be given school assignment to support schools in performing administrative and financial-related tasks.
3. Administrative Assistant II for Senior High School shall also assist the Junior High School to monitor and update personnel records and other related HR function, and property custodianship of their assigned school.
4. District Supervisor/In-Charge are instructed to ensure proper turnover of responsibilities from the designated teaching personnel to non-teaching personnel to be assigned in the school.
5. The following annexes are attached for reference:
 - A. List of non-teaching personnel and their respective assigned schools;
 - B. Job Description Forms of Administrative Officer II, Administrative Assistant III, and Administrative Assistant II.
6. The KRAs given will be the basis for the performance rating of all non-teaching personnel.
7. Wide dissemination of and strict compliance with this Memorandum is directed.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

5/24/23


NCO/NLR-JMA-MRP/
May 18, 2023



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ASSIGNMENTS OF ADMINISTRATIVE OFFICER II

	Schools	District	Adm. Officer II
1	Anibong ES	Ayungon 1	Arani, Muhammad Nassif & Grace Bolongaita (Ayungon JHS & SHS)
2	Candana-ay ES	Ayungon 1	
3	Canlukduhan ES	Ayungon 1	
4	Gomentoc ES	Ayungon 1	
5	Inacban ES	Ayungon 1	
6	Jandalamanon ES	Ayungon 1	
7	Maaslum ES	Ayungon 1	
8	Mabato ES	Ayungon 1	
9	Manogtong ES	Ayungon 1	
10	So-ok ES	Ayungon 1	
11	South Poblacion ES	Ayungon 1	
12	Tampocon I ES	Ayungon 1	
13	Tumampon ES	Ayungon 1	
14	Mabato Provincial Community HS	Ayungon 1	
15	Mabato Provincial Community HS-SHS	Ayungon 1	
16	Nabalian ES	Ayungon 1	
17	Ayungon Science HS	Ayungon 2	
18	Ayungon Science HS-SHS	Ayungon 1	
2	Amdus ES	Ayungon 2	Cadiante, Honeylyn
3	Ayungon CES	Ayungon 2	
4	Banban ES	Ayungon 2	
5	Buenavista ES	Ayungon 2	
6	Carol-an ES	Ayungon 2	
7	Duli-Duli ES	Ayungon 2	
8	Kilaban ES	Ayungon 2	
9	Lamigan ES	Ayungon 2	
10	Libtacon ES	Ayungon 2	
11	Nabhang ES	Ayungon 2	
12	Talanyog ES	Ayungon 2	
13	Tambo ES	Ayungon 2	
14	Tibyawan ES	Ayungon 2	
15	Ayungon NHS - Carol-an Extension	Ayungon 2	
16	Ayungon NHS - Carol-an Extension-SHS	Ayungon 2	
1	Atotes ES	Bindoy 1	
2	Batangan ES	Bindoy 1	
3	Bindoy Central ES	Bindoy 1	
4	Bulod ES	Bindoy 1	
5	Cabcaban ES	Bindoy 1	
6	Campulay ES	Bindoy 1	
7	Camudlas ES	Bindoy 1	
8	Danawan ES	Bindoy 1	
9	Manseje ES	Bindoy 1	
10	Nagcasunog ES	Bindoy 1	
11	Naula-an ES	Bindoy 1	
12	Peñahan ES	Bindoy 1	
13	Salong ES	Bindoy 1	
14	Tubod ES	Bindoy 1	
15	Cabcaban CHS	Bindoy 1	
16	Cabcaban CHS-SHS	Bindoy 1	

	Schools	District	Adm. Officer II
1	Calatagan ES	Bindoy 2	Kho, Russel & Retes, Eric (DLANHS JHS & SHS)
2	Capipines ES	Bindoy 2	
3	Danao ES	Bindoy 2	
4	Mantahaw ES	Bindoy 2	
5	Matobato ES	Bindoy 2	
6	Nalundan ES	Bindoy 2	
7	Pagsalayon ES	Bindoy 2	
8	Talaptapan ES	Bindoy 2	
9	Tinaogan ES	Bindoy 2	
10	Demetrio Alviola NHS - Nalundan Extension	Bindoy 2	
11	Demetrio Alviola NHS - Nalundan Extension-SHS	Bindoy 2	
1	Aglahug ES	Jimalalud 1	Abellar, Maresthel & Cabaral, Autessa Marie (Jimalalud JHS & SHS)
2	Bae ES	Jimalalud 1	
3	Cabang ES	Jimalalud 1	
4	Cangharay ES	Jimalalud 1	
5	Irene ES	Jimalalud 1	
6	MONGPONG PRIMARY SCHOOL	Jimalalud 1	
7	Talamban ES	Jimalalud 1	
8	Tamao ES	Jimalalud 1	
9	Yli ES	Jimalalud 1	
10	Jimalalud NHS - Tamao Ext.	Jimalalud 1	
11	Jimalalud NHS - Tamao Ext.-SHS	Jimalalud 1	
1	Agutayon Primary School	Jimalalud 2	Bailado, Francis James
2	Apanangon ES	Jimalalud 2	
3	Balaas Primary School	Jimalalud 2	
4	Bangcal HS	Jimalalud 2	
5	Bangcal HS-SHS	Jimalalud 2	
6	Banog ES	Jimalalud 2	
7	Buto Primary School	Jimalalud 2	
8	Jimalalud Central School	Jimalalud 2	
9	Lacaon ES	Jimalalud 2	
10	Mahanlod ES	Jimalalud 2	
11	Malabago ES	Jimalalud 2	
12	Owacan ES	Jimalalud 2	
13	Owacan Provincial Comm. HS	Jimalalud 2	
14	Owacan Provincial Comm. HS-SHS	Jimalalud 2	
15	Pacuan ES	Jimalalud 2	
16	Mambaid ES	Jimalalud 2	
17	Camandayon ES	Jimalalud 2	
18	Sampiniton ES	Jimalalud 2	
19	Bangcal ES	Jimalalud 2	
1	Biga-a ES	La Libertad 1	Tequillo, Kathleen Mae & Tapis, Rodel (LLTVS JHS & SHS)
2	Eli ES	La Libertad 1	
3	Guihob ES	La Libertad 1	
4	La Libertad CES	La Libertad 1	
5	La Libertad North Pob. Primary School	La Libertad 1	
6	Mambulod ES	La Libertad 1	
7	Manghulyawon ES	La Libertad 1	
8	Manluminsag ES	La Libertad 1	
9	Pitogo ES	La Libertad 1	
10	San Jose ES	La Libertad 1	
11	Tala-on ES	La Libertad 1	
12	Talostos ES	La Libertad 1	

Schools	District	Adm. Officer II
1 Agbobolo ES (Aya ES)	La Libertad 2	Dael, Jose Valentino
2 Aniniaw ES	La Libertad 2	
3 Aya ES	La Libertad 2	
4 Bagtic ES	La Libertad 2	
5 Busilac ES	La Libertad 2	
6 Cangabo ES	La Libertad 2	
7 Kansumandig ES	La Libertad 2	
8 Mandapaton ES	La Libertad 2	
9 Mapalasan ES	La Libertad 2	
10 Nasunggan ES	La Libertad 2	
11 Pacuan ES	La Libertad 2	
12 Pangca ES	La Libertad 2	
13 Solonggon ES	La Libertad 2	
14 Pacuan National HS	La Libertad 2	
15 Pacuan National HS-SHS	La Libertad 2	
16 Pisong ES	La Libertad 2	
17 Martilo ES	La Libertad 2	
1 Bagtic ES	Manjuyod 1	Jabel, Mirylou
2 Kayotesan ES	Manjuyod 1	
3 Lamogong ES	Manjuyod 1	
4 LOCAY E/S	Manjuyod 1	
5 Managba ES	Manjuyod 1	
6 Mandalupang ES	Manjuyod 1	
7 Sampiniton ES	Manjuyod 1	Abrio, Margie
8 Tanglad ES	Manjuyod 1	
9 Kauswagan HS	Manjuyod 1	
10 Kauswagan HS-SHS	Manjuyod 1	
11 Panciao HS	Manjuyod 1	Herrera, Clarise
12 Panciao HS	Manjuyod 1	
13 Dr. Onesimo Anfone De Mira HS / Sampiniton PCHS	Manjuyod 1	
14 Dr. Onesimo Anfone De Mira HS / Sampiniton PCHS-SHS	Manjuyod 1	
1 Bala-as ES	Manjuyod 2	Cati-an, Harvey & Tolete, Ric (Manjuyod JHS & SHS)
2 Butong ES	Manjuyod 2	
3 Candabong ES	Manjuyod 2	
4 Concepcion ES	Manjuyod 2	
5 Libjo ES	Manjuyod 2	
6 Manjuyod CES	Manjuyod 2	
7 Palay ES	Manjuyod 2	
8 Sacsac ES	Manjuyod 2	
9 Salvacion ES	Manjuyod 2	
10 San Isidro ES	Manjuyod 2	
11 Tubod ES	Manjuyod 2	
12 Manjuyod Science HS	Manjuyod 2	
13 Manjuyod Science HS-SHS	Manjuyod 2	

	Schools	District	Adm. Officer II
1	Bago ES	Tayasan 1	Tabaranza, Marie Teresett
2	Ilaya-Tayasan ES	Tayasan 1	
3	Linao ES	Tayasan 1	
4	Matuog ES	Tayasan 1	
5	Numnum ES	Tayasan 1	
6	Pindahan ES	Tayasan 1	
7	Pinocawan ES	Tayasan 1	
8	Sacsac ES	Tayasan 1	
9	Suquib ES	Tayasan 1	
10	Tamao ES	Tayasan 1	
11	Tanlad ES	Tayasan 1	
12	Bago National HS	Tayasan 1	
13	Bago National HS-SHS	Tayasan 1	
14	Tayasan National Science HS	Tayasan 1	
15	Tayasan National Science HS-SHS	Tayasan 1	
16	Tambulan CHS	Tayasan 1	
17	Tambulan CHS-SHS	Tayasan 1	
1	Banga ES	Tayasan 2	Delegero, Susie James
2	Cambaye ES	Tayasan 2	
3	Dalaupon ES	Tayasan 2	
4	Maximiano F. Bolongaita ES / Guinjalaban ES	Tayasan 2	
5	Jilabangan ES	Tayasan 2	
6	Lag-it ES	Tayasan 2	
7	Mabigo ES	Tayasan 2	
8	Maglihe ES	Tayasan 2	
9	Nabilog ES	Tayasan 2	
10	Pinalubngan ES	Tayasan 2	
11	Saying ES	Tayasan 2	
12	Tabunan ES	Tayasan 2	
13	Tambulan ES	Tayasan 2	
14	Tayasan CES	Tayasan 2	
15	Pinalubngan National HS	Tayasan 2	
16	Pinalubngan National HS-SHS	Tayasan 2	
17	Matauta Community HS	Tayasan 2 (new)	
18	Matauta Community HS-SHS	Tayasan 2 (new)	
1	Amlan CES	Amlan	Rendal, Regina Rose
2	Tandayag ES	Amlan	
3	Martin Benjamin MES (Tambojangin ES)	Amlan	
4	Cantalina ES	Amlan	
5	Panusuan ES	Amlan	
1	Jantianon ES	Amlan	Machica, Freda
2	Jantianon National HS	Amlan	
3	Jantianon National HS-SHS	Amlan	
4	Cañete ES	Amlan	
5	Aurelio Ibero MES (Jugno ES)	Amlan	
6	Amlan NHS-Jugno Campus	Amlan	
7	Amlan NHS-Jugno Campus-SHS	Amlan	
8	Bio-os ES	Amlan	
9	Silab ES	Amlan	
10	Silab Community HS Annex	Amlan	
11	Silab Community HS Annex-SHS	Amlan	

	Schools	District	Adm. Officer II
1	Bagtic ES	Mabinay 1	Delvo, Josephine
2	Barang-barang Primary School	Mabinay 1	
3	Campo-aling ES	Mabinay 1	
4	Canggohob ES	Mabinay 1	
5	Cansal-ing ES	Mabinay 1	
6	Cantombol ES	Mabinay 1	
7	Don Cristito C. Tirambulo MES	Mabinay 1	
8	Lamdass ES	Mabinay 1	
9	Mampalasan ES	Mabinay 1	
10	Tingtingon ES	Mabinay 1	
11	Bagtic National HS	Mabinay 1	
12	Bagtic National HS-SHS	Mabinay 1	
13	Benedicto P. Tirambulo Mem. National HS	Mabinay 1	
14	Benedicto P. Tirambulo Mem. National HS-SHS	Mabinay 1	
15	Canggohob HS	Mabinay 1	
16	Canggohob HS-SHS	Mabinay 1	
17	Cansal-ing Provincial Community HS	Mabinay 1	
18	Cansal-ing Provincial Community HS-SHS	Mabinay 1	
19	Mayaposi Community HS	Mabinay 1	
20	Mayaposi Community HS-SHS	Mabinay 1	
1	Baliw ES	Mabinay 2	Askin, Marichelle
2	Capanun-an ES	Mabinay 2	
3	Dagbasan ES	Mabinay 2	
4	Danawan ES	Mabinay 2	
5	Lanot ES	Mabinay 2	
6	Lower Capanun-an ES	Mabinay 2	
7	Lumbangan ES	Mabinay 2	
8	Pantao Brgy. Site ES	Mabinay 2	
9	Pantao ES	Mabinay 2	
10	Tadlong ES	Mabinay 2	
11	Campanun-an Senior HS	Mabinay 2	
12	Campanun-an Senior HS-SHS	Mabinay 2	
13	Dr. Ernesto A. Uy Sr. National HS	Mabinay 2	
14	Dr. Ernesto A. Uy Sr. National HS-SHS	Mabinay 2	
15	Pantao NHS	Mabinay 2	
16	Pantao NHS-SHS	Mabinay 2	
17	Tara Provincial Community HS	Mabinay 2	
18	Tara Provincial Community HS-SHS	Mabinay 2	
1	Alagasihan ES	Mabinay 3	Lomoljo, Queen Larein & VACANT (Mabinay JHS & SHS)
2	Arebasore ES	Mabinay 3	
3	BANBAN ES	Mabinay 3	
4	Barras ES	Mabinay 3	
5	Bugnay ES	Mabinay 3	
6	Bulibulihan ES	Mabinay 3	
7	Mabinay Central School	Mabinay 3	
8	Manlingay ES	Mabinay 3	
9	Namangka ES	Mabinay 3	
10	Napasu-an ES	Mabinay 3	
11	New Namangka ES	Mabinay 3	
12	Old Namangka ES	Mabinay 3	
13	Barras Annex National HS	Mabinay 3	
14	Barras Annex National HS-SHS	Mabinay 2	
15	Mabinay Science HS	Mabinay 3	
16	Mabinay Science HS-SHS	Mabinay 3	
17	Manlingay HS	Mabinay 3	

	Schools	District	Adm. Officer II
1	Abis ES	Mabinay 4	Cabual, Dan Josyl
2	Basakan ES	Mabinay 4	
3	Bato ES	Mabinay 4	
4	Binantangan ES	Mabinay 4	
5	Dahile ES	Mabinay 4	
6	Hagtu ES	Mabinay 4	
7	Inapoy ES	Mabinay 4	
8	Lapong ES	Mabinay 4	
9	Luyang ES	Mabinay 4	
10	Nabaliwan ES	Mabinay 4	
11	Pandanon ES	Mabinay 4	
12	PINAYON-AN ES	Mabinay 4	
13	Samac ES	Mabinay 4	
14	Tampa ES	Mabinay 4	
15	Dahile PCHS	Mabinay 4	
16	Dahile PCHS-SHS	Mabinay 4	
17	Inapoy HS	Mabinay 4	
18	Inapoy HS-SHS	Mabinay 4	
1	NOHS JHS & SHS		Diputado, Marianita
1	Tapon Norte ES	San Jose	Sandoval, Joanah Vic
2	Pedro A. Remoto ES	San Jose	
3	Crisostomo O. Retes ES	San Jose	
4	San Roque Primary School	San Jose	
5	Siapo ES	San Jose	
6	Basak Primary School	San Jose	
7	Guilongsoran Primary School	San Jose	
8	Crisostomo O. Retes National HS	San Jose	
9	Crisostomo O. Retes National HS-SHS	San Jose	
10	Siapo HS	San Jose	
11	Siapo HS-SHS	San Jose	
1	Alicia C. Calumpang ES	San Jose	Gomez, Maybelle
2	Cancawas Primary School	San Jose	
3	Janayjanay ES	San Jose	
4	Jose R. Remollo ES (Cambalocot ES)	San Jose	
5	San Jose Central ES	San Jose	
6	Sra. Ascion ES	San Jose	
7	Cambalocot HS	San Jose	
8	Cambalocot HS-SHS	San Jose	
9	San Jose Provincial HS	San Jose	
10	San Jose Provincial HS-SHS	San Jose	
1	Maslog ES	Sibulan 1	Jabel, Mirylou
2	Agan-an ES	Sibulan 1	
3	DR. BENJAMIN T. LOCSIN HS	Sibulan 1	
4	DR. BENJAMIN T. LOCSIN HS-SHS	Sibulan 1	
1	Calabnugan ES	Sibulan 1	Abrio, Margie
2	Cangmating ES	Sibulan 1	
3	Tubigon ES	Sibulan 1	
4	Tubigon HS	Sibulan 1	
5	Tubigon HS-SHS	Sibulan 1	

Schools	District	Adm. Officer II
1 Sibulan Central ES	Sibulan 1	Herrera, Clarise
2 Tubtubon ES	Sibulan 1	
3 San Antonio ES	Sibulan 1	
4 San Antonio National HS	Sibulan 1	
5 San Antonio National HS-SHS	Sibulan 1	
1 Bolocboloc ES	Sibulan 1	Broce, Genbe
2 Magatas ES	Sibulan 1	
3 Bolocboloc HS	Sibulan 1	
4 Bolocboloc HS-SHS	Sibulan 1	
5 Sibulan Night HS	Sibulan 1	
6 Sibulan Night HS-SHS	Sibulan 1	
1 Magsaysay MES	Sibulan 2	Dampog, Josephine
2 Escaguit ES	Sibulan 2	
3 Bagtic PS (Tubod)	Sibulan 2	
4 Enrique Villanueva HS	Sibulan 2	
5 Enrique Villanueva HS-SHS	Sibulan 2	
1 Libertad Ong Calderon MES (Ajong Elementary S)	Sibulan 2	Barandog, Maria Antonia
2 Lo-oc ES	Sibulan 2	
3 Cantalawan ES	Sibulan 2	
4 Ajong National HS	Sibulan 2	
5 Ajong National HS-SHS	Sibulan 2	
1 Balugo ES	Sibulan 2	Quibol, Maelen
2 Cambajao ES	Sibulan 2	
3 Maningcao ES	Sibulan 2	
4 Maningcao National HS	Sibulan 2	
5 Maningcao National HS-SHS	Sibulan 2	
6 Sibulan NHS - Balugo Ext.	Sibulan 2	
7 Sibulan NHS - Balugo Ext.-SHS	Sibulan 2	
8 Sibulan Science HS	Sibulan 2	
9 Sibulan Science HS-SHS	Sibulan 2	
1 San Miguel ES	Bacong	Estrada, Vida
2 Timbanga ES	Bacong	
3 Bacong Central School	Bacong	
4 San Miguel National HS	Bacong	
5 San Miguel National HS-SHS	Bacong	
1 Nazario Tale Memorial ES	Bacong	Kadusale, Juanito
2 Sacsac ES	Bacong	
3 Buntod ES	Bacong	
4 Buntod HS	Bacong	
5 Buntod HS-SHS	Bacong	
6 Isugan ES	Bacong	
1 Calangag ES	Bacong	Tindoc, Rex
2 Fausto M. Saron - Tubod ES	Bacong	
3 Timbao ES	Bacong	
4 Ong Che Tee - Bacong HS	Bacong	
5 Ong Che Tee - Bacong HS-SHS	Bacong	

	Schools	District	Adm. Officer II
1	Maayongtubig ES	Dauin	Abines, Rowina
2	Apo ES	Dauin	
3	Masaplod ES	Dauin	
4	Bagacay ES	Dauin	
5	Malongcay ES	Dauin	
6	Apo Island HS	Dauin	
7	Apo Island HS-SHS	Dauin	
8	Malongcay Dacu HS	Dauin	
9	Malongcay Dacu HS-SHS	Dauin	
1	Dauin Central School	Dauin	Alaban, Marife & Marie Jean Nanette Buenafe (Dauin JHS & SHS)
2	Baslay ES	Dauin	
3	Casile ES	Dauin	
4	Dauin Science HS	Dauin	
5	Dauin Science HS-SHS	Dauin	
6	Froilan A. Alanano Memorial HS	Dauin	
7	Froilan A. Alanano Memorial HS-SHS	Dauin	
1	Bulak ES	Dauin	Alam, Melanie
2	Tugawe ES	Dauin	
3	Mag-aso ES	Dauin	
4	Magsaysay ES	Dauin	
5	Panubtuban ES	Dauin	
6	Apolinar B. Macias Memorial HS	Dauin	
7	Apolinar B. Macias Memorial HS-SHS	Dauin	
8	Antonio B. Alejado MHS (Mag-aso HS)	Dauin	
9	Antonio B. Alejado MHS (Mag-aso HS)-SHS	Dauin	
1	Lindy Pajunar MES (Bondo ES)	Siaton 1	Luce, Honey Shane
2	Tayak ES	Siaton 1	
3	Salingkubong ES	Siaton 1	
4	Kabangkalan ES	Siaton 1	
5	Paciente Cesar G. Cabrera HS (Napacao HS)	Siaton 1	
6	Paciente Cesar G. Cabrera HS (Napacao HS)-SHS	Siaton 1	
1	Ramon Ponce De Leon MES (Malabuhan ES)	Siaton 1	Bantoto, Lilia
2	Albiga ES	Siaton 1	
3	Bonbonon ES	Siaton 1	
4	Lorenza P. Palarpalar MHS (Bonbonon PCHS)	Siaton 1	
5	Lorenza P. Palarpalar MHS (Bonbonon PCHS)-SHS	Siaton 1	
6	Palayuhan HS	Siaton 1	
7	Palayuhan HS-SHS	Siaton 1	
1	Inalad ES	Siaton 1	Alatan, Germelina
2	Antulang ES	Siaton 1	
3	Palayuhan ES	Siaton 1	
4	Sumaliring HS [Inalad HS]	Siaton 1	
5	Sumaliring HS [Inalad HS]-SHS	Siaton 1	
6	Mainit HS	Siaton 1	
7	Mainit HS-SHS	Siaton 1	
1	Felipe Tayko MCES	Siaton 2	Repasa, Rubelyn & Reyes, Francienne (Siaton JHS & SHS)
2	Nawacat ES	Siaton 2	
3	Casalaan ES	Siaton 2	
4	Datag ES	Siaton 2	
5	Candugay HS (Siaton NHS Annex)	Siaton 2	
6	Candugay HS (Siaton NHS Annex)-SHS	Siaton 2	

	Schools	District	Adm. Officer II
1	Canaway ES	Siaton 2	Futalan, Hilda
2	Candugay ES	Siaton 2	
3	Luan-Luan ES	Siaton 2	
4	Mantiquil ES	Siaton 2	
5	San Jose ES	Siaton 2	
6	Mantiquil Masaligan HS	Siaton 2	
7	Mantiquil Masaligan HS-SHS	Siaton 2	
1	Apoloy ES	Siaton 3	Repollo, Luralei
2	Hagikhik ES	Siaton 3	
3	Lamberto L. Macias ES (Cambonbon ES)	Siaton 3	
4	MALOH CENTRAL SCHOOL	Siaton 3	
5	Managobsob ES	Siaton 3	
6	Nasipit ES	Siaton 3	
7	Olambid ES	Siaton 3	
8	Pagang Elementary School	Siaton 3	
9	Sandulot ES	Siaton 3	
10	Ulayan ES	Siaton 3	
11	Cambonbon National HS	Siaton 3	
12	Cambonbon National HS-SHS	Siaton 3	
13	Caticugan HS	Siaton 3	
14	Caticugan HS-SHS	Siaton 3	
1	Bantolinao ES	Siaton 4	Picardal, Freshstille Rose Dianne
2	Bunay ES	Siaton 4	
3	Calañan ES	Siaton 4	
4	Calangag ES	Siaton 4	
5	Catipon ES	Siaton 4	
6	Lico-Lico ES	Siaton 4	
7	Maladpad ES	Siaton 4	
8	Pio Macahig MES	Siaton 4	
9	Talaptap ES	Siaton 4	
1	Baknit ES	Sta. Catalina 1	Villan, Jessica
2	Carmen Teves Tia Memorial ES	Sta. Catalina 1	
3	Elias R. Macias Memorial ES	Sta. Catalina 1	
4	Hingles ES	Sta. Catalina 1	
5	Malatubahan ES	Sta. Catalina 1	
6	Manalongon-Nicolas Nalam Lajot Central School	Sta. Catalina 1	
7	Marcelino E. Elligan-Banlas ES	Sta. Catalina 1	
8	San Francisco ES	Sta. Catalina 1	
9	San Isidro ES	Sta. Catalina 1	
10	Eligio T. Monte De Ramos HS	Sta. Catalina 1	
11	Eligio T. Monte De Ramos HS-SHS	Sta. Catalina 1	
12	Pedro R. Abul MHS	Sta. Catalina 1	

	Schools	District	Adm. Officer II
1	Bago-Bago ES	Sta. Catalina 2	Abequibel, Abelbeth
2	Caniogan Valley ES	Sta. Catalina 2	
3	Danao ES	Sta. Catalina 2	
4	Kanggabok ES	Sta. Catalina 2	
5	Nagbinlod ES	Sta. Catalina 2	
6	Tubod ES	Sta. Catalina 2	
7	Nagbinlod HS	Sta. Catalina 2	
8	Nagbinlod HS-SHS	Sta. Catalina 2	
9	Avocado ES	Sta. Catalina 2	
10	Kakha ES	Sta. Catalina 2	
11	Omol ES	Sta. Catalina 2	
12	Talalak ES	Sta. Catalina 2	
13	Tamlang ES	Sta. Catalina 2	
14	Avocado Community HS	Sta. Catalina 2	
15	Avocado Community HS-SHS	Sta. Catalina 2	
16	Kakha HS	Sta. Catalina 2	
17	Kakha HS-SHS	Sta. Catalina 2	
18	Tamlang HS	Sta. Catalina 2	
19	Tamlang HS	Sta. Catalina 2	
1	Cawitan HS	Sta. Catalina 3	Laguardia, Jaigen
2	Cawitan HS-SHS	Sta. Catalina 3	
3	Sta. Catalina Science HS	Sta. Catalina 3	
4	Cawitan ES	Sta. Catalina 3	
5	Jose Lalamonan ES	Sta. Catalina 3	
6	Manggolod ES	Sta. Catalina 3	
7	Sta. Catalina Central Elementary School	Sta. Catalina 3	
8	Sta. Catalina Science ES	Sta. Catalina 3	
9	Sta. Catalina Science HS-SHS	Sta. Catalina 3	
10	Sta. Catalina National HS	Sta. Catalina 3	
11	Sta. Catalina National HS-SHS	Sta. Catalina 3	
1	Aw-a ES	Sta. Catalina 4	Saycon, Vanessa
2	Amio ES	Sta. Catalina 4	
3	Buenavista ES	Sta. Catalina 4	
4	Caigangan ES	Sta. Catalina 4	
5	Mansagomayon ES	Sta. Catalina 4	
6	Obat ES	Sta. Catalina 4	
7	Omoso ES	Sta. Catalina 4	
8	San Miguel ES	Sta. Catalina 4	
9	San Vicente ES	Sta. Catalina 4	
10	Sto. Rosario ES	Sta. Catalina 4	
11	Sto. Tomas ES	Sta. Catalina 4	
12	Amio Comprehensive HS	Sta. Catalina 4	
13	Amio Comprehensive HS-SHS	Sta. Catalina 4	
14	Obat HS	Sta. Catalina 4	
15	Obat HS-SHS	Sta. Catalina 4	
16	San Miguel HS	Sta. Catalina 4	
17	San Miguel HS-SHS	Sta. Catalina 4	
18	Caranoche ES	Sta. Catalina 4	
19	Kabulakan ES	Sta. Catalina 4	

	Schools	District	Adm. Officer II
1	Badiang Primary School	Valencia	Tilos, Pacita & Noblefranca, Crismer
2	Balabag ES	Valencia	
3	Balili PS	Valencia	
4	Balugo ES	Valencia	
5	Bong-ao ES	Valencia	
6	Bongbong ES	Valencia	
7	Caidiocan ES	Valencia	
8	Dobdob ES	Valencia	
9	Dungga Primary School	Valencia	
10	Inas ES	Valencia	
11	Liptong ES	Valencia	
12	Malabo ES	Valencia	
13	Malaunay ES	Valencia	
14	Nasuji ES	Valencia	
15	Palinpinon ES	Valencia	
16	Puhagan ES	Valencia	
17	Pulangbato ES	Valencia	
18	Sagbang ES	Valencia	
19	Valencia CES	Valencia	
20	Vicente I. Villa Memorial School	Valencia	
21	Balugo National HS	Valencia	
22	Balugo National HS-SHS	Valencia	
23	Pulangbato National HS	Valencia	
24	Pulangbato National Senior HS-SHS	Valencia	
25	Valencia National HS-Dobdob Ext.	Valencia	
26	Valencia National HS-Dobdob Ext.-SHS	Valencia	
27	Calinawan ES	Valencia	
1	Calango ES	Zamboanguita 1	Ventolero, Jennifer
2	FELIX M. TIO MEMORIAL E/S (Bangcolotan ES)	Zamboanguita 1	
3	Gregorio Elmaga MES (Nasig-id ES)	Zamboanguita 1	
4	Lutoban ES	Zamboanguita 1	
5	Maluay ES	Zamboanguita 1	
6	Zamboanguita CES	Zamboanguita 1	
7	Gregorio Elmaga MHS	Zamboanguita 1	
8	Gregorio Elmaga MHS-SHS	Zamboanguita	
9	Zamboanguita Science HS	Zamboanguita 1	
10	Zamboanguita Science HS-SHS	Zamboanguita	
1	Benito Gadiana ES	Zamboanguita 2	Bangalando, Liezl
2	Basak ES	Zamboanguita	
3	Kaladias ES	Zamboanguita	
4	Malongcay ES	Zamboanguita	
5	Mayabon ES	Zamboanguita	
6	Nabago ES	Zamboanguita	
7	Salngan ES	Zamboanguita	
8	Kaladias HS	Zamboanguita	
9	Moises Bangay Alanano Elementary School	Zamboanguita	

Schools	District	Adm. Officer II
Division Detailed AO II		
Tiguib ES	Ayungon 1	Karen Cuajao
Calagalag ES	Ayungon 1	
Awa-an ES	Ayungon 2	Jason Femiza
Iniban ES	Ayungon 2	
Malaga ES	Bindoy 1	Lizbeth Valencia
Cabugan ES	Bindoy 1	
Tagaytay ES	Bindoy 1	Jocelyn Veriña
Pangalaycayan ES	Bindoy 1	
Domolog ES	Bindoy 2	Kevin Samson
Canluto ES	Bindoy 2	
Campuyo ES	Manjuyod 1	Analou Saga
Dungoan ES	Manjuyod 1	
Sotero A. Singco MES (Maaslum ES)	Manjuyod 1	Sheena Lee Torres
Matambok ES	Manjuyod 1	
Sagrada ES	Manjuyod 1	Maria Estrellita Calidguid
San Jose ES	Manjuyod 1	
Tupas ES	Manjuyod 2	Mae Ann Suasin
Bolisong ES	Manjuyod 2	
Pedro Gobuyan, Sr. MES (Mayaposi ES)	Mabinay 1	Ireen Saycon
Bulwang ES	Mabinay 1	
Tara ES	Mabinay 2	Jennilyn Cadiente
Himocdungon ES	Mabinay 2	
Matauta ES	Tayasan 2	Severo Caro
Lutay ES	Tayasan 2	
Mantuyop ES	Siaton 3	Ivy Rose Ogabang
Salag ES	Siaton 3	
Caticugan ES	Siaton 3	Gemmelyn Villarejo
CRUZ GADIANE ES	Siaton 3	
Giligaon ES	Siaton 4	Conchita Tuin
Cabangahan ES	Siaton 4	
Fatima ES	Sta. Catalina 1	Florecita Enopia
Mabuhay ES	Sta. Catalina 1	
Nagbalaye HS	Sta. Catalina 2	Lorefe Ventura
Nagbalaye ES	Sta. Catalina 2	
Nagbalaye HS-SHS	Sta. Catalina 2	Paul Partosa
Maloh PCHS	Siaton 3	
Maloh PCHS-SHS	Siaton 3	
Siaton Science HS	Siaton 3	
Siaton Science HS-SHS	Siaton 3	
Aurelia G. Mercedo Memorial HS	Siaton 4	Daisymi Mongcopa
Aurelia G. Mercedo Memorial HS-SHS	Siaton 4	
Giligaon HS	Siaton 4	
Giligaon HS-SHS	Siaton 4	Rodrigo Vendiola
Ambrosio M. Ramirez ES (Alangilan ES)	Sta. Catalina 2	
Jagna ES	Sta. Catalina 2	

District/School Non-Teaching Personnel

District	Name	School Assignment
Ayungon I	Lerna C. Langomes, ADAS-III Aser T. Alas Jr., ADAS-III Archie K. Germudo, ADAS-II Jonah John G. Silva, ADAS-II Mary Grace D. Pioquinto, ADAS-II Marlon M. Rabuya, ADAS-II	Elem Schools Ayugon NHS - JHS Ayugon NHS - JHS Ayugon NHS - JHS Ayugon NHS - SHS & JHS Ayugon NHS - SHS & JHS
Ayungon II	Armila E. Caday, ADAS-III Shiela P. Calidguid, ADAS-III Er Johanne C. Calijan, ADAS-II Eduard A. Amamag, ADAS-II Meledyn B. Taghap, ADAS-II Fermin A. Vailoces, ADAS-II Lorelie T. Vailoces, ADAS-II	Elem Schools Tambo NHS - JHS Tambo NHS - JHS Tambo NHS - JHS Tambo NHS - SHS & JHS Ayungon Sci. HS - SHS & JHS ANHS-Carol-an - SHS & JHS
Bindoy I	Arlyn C. Amahit, ADAS-III Rosalyn C. Fernandez, ADAS-II Janeth B. Mendoza, ADAS-II	Elem Schools Bindoy CES Cabcaban CHS - SHS & JHS
Bindoy II	Herilyn A. Dy, ADAS-III Merle F. Ardenia, ADAS-III Jess Mark L. Mananquil, ADAS-II Precy Marie A. Zamora, ADAS-II Vincent A. Mana-ay, ADAS-II Myrna L. Tepacia, ADAS-II	Elem Schools DLANHS-Main - JHS DLANHS-Main - JHS DLANHS-Main - JHS DLANHS-Main - SHS & JHS DLANHS-Nalundan - SHS & JHS
Jimalalud I	Jean Mary Joy R. Abello, ADAS-III Maria Chona S. Estrellanes, ADAS-III Lilibeth C. Gordoncillo, ADAS-II Mary Grace P. Bomediano, ADAS-II Marivic S. De Asis, ADAS-II Glecel C. Cuevas, ADAS-II	Elem Schools Jimalalud NHS - JHS Jimalalud NHS - JHS Jimalalud NHS - JHS Jimalalud NHS - SHS & JHS Tamao HS - SHS & JHS
Jimalalud II	Rodel E. Aviso, ADAS-III Marivic S. Faburada, ADAS-II Marlie P. Gantalao, ADAS-II	Elem Schools Jimalalud CES Owacan PCHS - SHS & JHS
La Libertad I	Marilou M. Ybarsabal, ADAS-III Angela C. Absin, ADAS-III Maria Cris A. Kilat, ADAS-II Claire Therese C. Pesalbon, ADAS-III Christine Louie A. Tequillo, ADAS-II Rodel E. Aviso, ADAS-II Hema T. Aguilar, ADAS-II	Elem Schools Elem Schools LLCES LLTVS - JHS LLTVS - JHS LLTVS - JHS LLTVS - SHS & JHS
La Libertad II	Metchel S. Palpita, ADAS-II Susan Grace S. Companion, ADAS-III Joerem B. Sabillo, ADAS-II Ladislao B. Garnica Jr., ADAS-II	Elem Schools Pacuan NHS - JHS Pacuan NHS - JHS Pacuan NHS - SHS & JHS
Manjuyod I	Krystel Marie E. Cadiente, ADAS-III Lucia T. Manila, ADAS-II	Elem Schools Kauswagan HS - SHS & JHS
Manjuyod II	Meriam C. Garcia, ADAS-III Rachelle Mae L. Academia, ADAS-III Jessel C. Romano, ADAS-II Merlene B. Dahil-dahil, ADAS-III Milou O. Martinez, ADAS-II Rowina T. Cacas, ADAS-II Reagan C. Askin, ADAS-II Karene Ivy C. Bacang, ADAS-II	Elem Schools Elem Schools Manjuyod CES Manjuyod NHS - JHS Manjuyod NHS - JHS Manjuyod NHS - JHS Manjuyod NHS - SHS & JHS Manjuyod Sci HS - SHS & JHS
Tayasan I	Cherry-mae T. Briones, ADAS-III Lyziel Joy J. Baco, ADAS-III	Elem Schools Tayasan NHS - JHS

District	Name	School Assignment
	Patrick Leandro T. Salacut, ADAS-II Nocaber C. Dagodog, ADAS-II Hanzel C. Jainar, ADAS-II Geva B. Patoc, ADAS-II	Tayasan NHS - JHS Bago NHS - SHS & JHS Tayasan NHS - SHS & JHS Tayasan NSHS - SHS & JHS
Tayasan II	Yolanda S. Beloira, ADAS-III Lorena C. Silvosa, ADAS-II Jayson L. Angel, ADAS-II	Elem Schools Tayasan CES Pinalubngan NHS
Amlan	Yvette Marie L. Guina, ADAS-III Ginalyn S. Regacho, ADAS-II Genale June S. Ramirez, ADAS-III Rogelia S. Ybarra, ADAS-II Jinky C. Luba, ADAS-II Mary Joy S. Alcantara, ADAS-II Nicca R. Siglos, ADAS-II Raymundo T. Reasol, ADAS-II Larry E. Seit, ADAS-II	Elem Schools Amlan CES Amlan NHS - JHS Amlan NHS - JHS Amlan NHS - JHS Amlan NHS - SHS & JHS ANHS-Jugno - SHS & JHS Jantianon HS - SHS & JHS Silab CHS - SHS & JHS
Mabinay I	Elgie R. Quiliope, ADAS-III Ria M. Buganas, ADAS-III Rumolo C. Dorimon Jr., ADAS-II Maysheil R. Zerna, ADAS-II Moore Bhey C. Lagos, ADAS-II Nelsie V. Acson, ADAS-II Patrick John E. Baldomar, ADAS-II Glenn A. Gigataras, ADAS-II Kenneth B. Mira, ADAS-II	Elem Schools Elem Schools Bagtic NHS BPTMNHS - JHS Canggohob HS - SHS & JHS BPTMNHS - SHS & JHS Cansal-ing PCHS - SHS & JHS Mayaposi CHS - SHS & JHS Bagtic NHS - SHS & JHS
Mabinay II	Vigil C. Zerna, ADAS-III Gina A. Madera, ADAS-II Evaresto A. Pair, ADAS-II Cordel Mark V. Ambos, ADAS-II	Elem Schools Tara PCHS - SHS & JHS Campanun-an HS - SHS & JHS Pantao NHS - SHS & JHS
Mabinay III	Mary Ann B. Ortega, ADAS-III Jubby Lyn M. Gorecho, ADAS-III Jose Milan A. Gorecho, ADAS-II Quennie B. Bucio, ADAS-III Jinky G. Ediza, ADAS-II Benjie B. Lofranco, ADAS-II Lyndo D. Rusiana, ADAS-II John Rey A. Mayol, ADAS-II Lida G. Baldomar, ADAS-II Arnel A. Lim, ADAS-II	Elem Schools Elem Schools Mabinay CES Mabinay NHS - JHS Mabinay NHS - JHS Mabinay NHS - JHS Barras NHS - SHS & JHS Mabinay NHS - SHS & JHS Mabinay Sci. HS - SHS & JHS Manlingay HS - SHS & JHS
Mabinay IV	Ma. Felisa M. Peras, ADAS-III Vorn Vincent V. Visagas, ADAS-II Precious S. Peranco, ADAS-II	Elem Schools Dahile PCHS - SHS & JHS Inapoy HS - SHS & JHS
NOHS	Marife M. Banlat, ADAS-III Jeanette O. Coyoca, ADAS-II Keith Dominic W. Dapat, ADAS-II Hanalyn T. Bartoces, ADAS-II Roblina Joy M. Sagolili, ADAS-II	NOHS - JHS NOHS - JHS NOHS - JHS NOHS - SHS & JHS NOHS - SHS & JHS
San Jose	Dafodel M. Calumpang, ADAS-III Hyacinth C. Guarin, ADAS-II Joy Ann T. Ege, ADAS-III Faith S. Velardo, ADAS-II Evan Omar Jr. Y. Sumndad, ADAS-II Emily S. Zerna, ADAS-II Nonnet C. Requina, ADAS-II Rutchie B. Ariza, ADAS-II	Elem Schools San Jose CES CORNHS - JHS CORNHS - JHS San Jose PHS - SHS & JHS CORNHS - SHS & JHS Siapo HS - SHS & JHS Cambaloctot HS - SHS & JHS


District	Name	School Assignment
Sibulan I	Dianne Eve C. Omnos, ADAS-III	Sibulan MNHS - JHS
	Celeste A. Duhig, ADAS-II	Sibulan MNHS - JHS
	May Ann P. Saldivar, ADAS-II	Sibulan MNHS - JHS
Sibulan II	Nikki John E. Bayot, ADAS-II	Sibulan NHS-Day - SHS & JHS
	Virginia C. Teves, ADAS-II	Sibulan NHS-Night - SHS & JHS
	Jenette D. Lozaga, ADAS-II	Bolocboloc HS - SHS & JHS
	Rodney C. Medez, ADAS-II	Tubigon HS - SHS & JHS
		San Antonio HS - SHS & JHS
	Charlotte Joan L. Bernadez, ADAS-II	Dr. B. Locsin MHS - SHS & JHS
Bacong	John Idexrover P. Marabillo, ADAS-III	Elem Schools
	Clenton T. Pada, ADAS-III	Magsaysay MES
	Cristal Catherine T. Deciar, ADAS-II	Sibulan Sci HS - SHS & JHS
	Rodrigo A. Fortin Jr., ADAS-II	E. Villanueva HS - SHS & JHS
	Romanito A. Visitacion, ADAS-II	Maningcao HS - SHS & JHS
	Yoradyl E. Bancairen, ADAS-II	Ajong HS - SHS & JHS
	Ma. Leilani G. Alcantara, ADAS-II	Balugo HS-SNHS - SHS & JHS
Dauin	Jorgielyn R. Ferrer, ADAS-III	Elem Schools
	Ella Flor V. Tabal, ADAS-III	Elem Schools
	Hyacinth Mae T. Quitoy, ADAS-II	Bacong CS
	Claire Marie B. Partosa, ADAS-III	San Miguel NHS - JHS
	Teofilo I. Ubag Jr., ADAS-II	San Miguel NHS - JHS
	Cherrie A. Solamillo, ADAS-II	San Miguel NHS - SHS & JHS
	Rhealy E. Laspiñas, ADAS-II	Buntod HS - SHS & JHS
	Angelica S. Saron, ADAS-II	Ong Che Tee-BHS - SHS & JHS
Siaton I	Sophia T. Delvo, ADAS-III	Elem Schools
	Klint S. Balneg, ADAS-II	Dauin CES
	Charla Q. Baniga, ADAS-III	Dauin NHS - JHS
	Wryan Dee C. Elnas, ADAS-II	Dauin NHS - JHS
	Sheila T. Aldenese, ADAS-II	Dauin NHS - JHS
	Liza Mae P. Barliso, ADAS-II	A.B. Macias MHS - SHS & JHS
	Felicidad T. Dales, ADAS-II	Malongcay Dacu HS - SHS & JHS
	Rosanne D. Mendoza, ADAS-II	Dauin NHS - SHS & JHS
	Mishille M. Tia, ADAS-II	Dauin Sci HS - SHS & JHS
	John Vir D. Alam, ADAS-II	F.A. Alanano HS - SHS & JHS
Chel Pran E. Patong, ADAS-II	A.B. Alejado MHS - SHS & JHS	
Siaton II	Joseph A. Agor, ADAS-II	P.C.G. Cabrera HS - SHS & JHS
	Joel C. Raipan, ADAS-II	Sumaliring HS - SHS & JHS
	Kevin Jon E. Radones, ADAS-II	L.Palarpalar HS - SHS & JHS
	Christian A. Sumayang, ADAS-II	Palayuhan HS - SHS & JHS
	Catherine E. Casimiro, ADAS-II	Mainit HS - SHS & JHS
Siaton III	Crizza Marie K. Macias, ADAS-III	F. Tayko MS
	Maria Jina R. Tropa, ADAS-III	Siaton NHS - JHS
	Ma. Victoria M. Tabal, ADAS-II	Siaton NHS - JHS
	Marx Lee T. Badon, ADAS-II	Siaton NHS - JHS
	Dexen Novem K. Pajantoy, ADAS-II	Siaton NHS - SHS & JHS
	Arlita R. Diaz, ADAS-II	Candugay HS - SHS & JHS
Siaton IV	Candido C. Jumalon, ADAS-II	Mantiquil MHS - SHS & JHS
	Tiffany P. Radones, ADAS-III	Elem Schools
	Aileen G. Montecino, ADAS-II	Maloh CES
	Analiza K. Kiskis, ADAS-II	Cambonbon NHS - SHS & JHS
Siaton V	Alexandria M. Belarmino, ADAS-II	Maloh PCHS - SHS & JHS
	Cristal Dec Q. Tinambacan, ADAS-II	Siaton Sci HS - SHS & JHS
Siaton VI	Gil Randy M. Bangay, ADAS-III	Elem Schools
	Sigred Jan F. Alabata, ADAS-II	Pio Macahig MS
	Ma. Luisa C. Macatunog, ADAS-II	Pio Macahig MS

District	Name	School Assignment
	J Chrissa D. Rubio, ADAS-III Gay Oriel T. Gadingan, ADAS-II Lendy O. Lagrama, ADAS-II Mark John J. Kilapkilap, ADAS-II Sarah Mae M. Tubat, ADAS-II Joy Mae G. Nocos, ADAS-II	Maria Macahig MHS - JHS Maria Macahig MHS - JHS Maria Macahig MHS - JHS A.G. Merecido HS - SHS & JHS Giligaon HS - SHS & JHS Maria Macahig MHS - SHS & JHS
Sta. Catalina I	Renfred A. Dalleda, ADAS-II Desideria L. Asunto, ADAS-III Ana Marie M. Roldan, ADAS-II Leoan Truvic C. Dales, ADAS-II Jonalyn C. Mandap, ADAS-III Angelyn A. Juanillo, ADAS-II Novalyn M. Lajot, ADAS-II Adrian I. Loreto, ADAS-II Casmer T. Paltingca, ADAS-II Eva Mae G. Pino, ADAS-II	Manalongon-NNLCS C.Z. Napigkit NHS - JHS C.Z. Napigkit NHS - JHS C.Z. Napigkit NHS - JHS D.E. Macias NHS - JHS D.E. Macias NHS - JHS C.Z. Napigkit NHS - SHS & JHS P. Abul MHS - SHS & JHS D.E. Macias NHS - SHS & JHS E.T. Monte de Ramos HS - SHS & JHS
Sta. Catalina II	Jade Bonette L. Mangalindan, ADAS-III Janet C. Alabata, ADAS-II Wella Mae B. Siquijor, ADAS-II Joy Vivitzgrace T. Alanta-ol, ADAS-II	Elem Schools Cawitan HS - SHS & JHS Sta. Cat. Sci. HS - SHS & JHS Nagbalaye HS - SHS & JHS
Sta. Catalina III	Gemaima P. Tabares, ADAS-III Marlou E. Cadungog, ADAS-II Christine D. Lingcong, ADAS-II	Elem Schools Sta. Catalina CS Sta. Catalina NHS - SHS & JHS
Sta. Catalina IV	Miriam C. Aviso, ADAS-III Merry Rose G. Macahilos, ADAS-III Alberto O. Omangay, ADAS-II Deborah Y. Vasquez, ADAS-II Cheryl P. Gravador, ADAS-II Yamamina S. Sincero, ADAS-II	Elem Schools Amio CHS - JHS Amio CHS - JHS Obat HS - SHS & JHS Amio CHS - SHS & JHS San Miguel HS - SHS & JHS
Valencia	Avegail C. Santillan, ADAS-III Noreen B. Patron, ADAS-III Jennifer A. Tubal, ADAS-II Elsie C. Bad-an, ADAS-III Matet B. Gadingan, ADAS-III Lourmarie O. Ojales, ADAS-II Rechel P. Jaluag, ADAS-II Baltazar D. Cubalan, ADAS-II Amabel Lee J. Diwa, ADAS-II Hamizah S. Delos Reyes, ADAS-II	Elem Schools Elem Schools Valencia CES Pulangbato NHS - JHS Valencia NHS - JHS Valencia NHS - JHS Valencia NHS - JHS Valencia NHS - SHS & JHS Valencia NHS - SHS & JHS Pulangbato NHS - SHS & JHS
Zamboanguita I	Maria Vigil D. Alanano, ADAS-III Mark August D. Barte, ADAS-II Sherry Mae P. Elmido, ADAS-III Jon Kirby B. Elnar, ADAS-II Marie Rosalie L. Bergado, ADAS-II Maria Lourdes T. Bais, ADAS-II Norita B. Daño, ADAS-II	Elem Schools Maluay ES S. Delmo NHS - JHS S. Delmo NHS - JHS S. Delmo NHS - JHS G. Elmaga MHS - SHS & JHS S. Delmo NHS - SHS & JHS
Zamboanguita II	Anne Wednesday Claire A. Faustorilla, ADAS-III Renar Ann M. Catan, ADAS-II Elizabeth Y. Banua, ADAS-III Eden C. Faciol, ADAS-II Rico S. Ada, ADAS-II Aida C. Saavedra, ADAS-II Yorica A. Alampay, ADAS-II	Elem Schools Zambo CES J.M. Locsin MHS - JHS J.M. Locsin MHS - JHS J.M. Locsin MHS - JHS J.M. Locsin MHS - SHS & JHS Zambo Sci HS - SHS & JHS

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Officer II	Salary Grade	11
Parentetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School	Division	
Reports to	School Head and AO V for Administrative Services in the SDO	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient support functions particularly on personnel administration and property custodianship in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Training	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Training	None required		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Personnel Administration	<p>Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ol style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c. Prepare ERF of qualified teachers and submit to SDO for processing <p>Personnel Records</p> <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, PAG-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. <p>Compensation and Benefits</p> <ol style="list-style-type: none"> a. Compute and submit to SDO applicable personal benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO <p>Other HR-related functions</p> <ol style="list-style-type: none"> a. Update school personnel of the latest HR-related policies b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> d. Prepare and submit HR-related reports to school head/HRMO e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	<ul style="list-style-type: none"> a. Assist the school head in the preparation of School Form 7 (SF7)/loading of teachers b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. Perform other functions as may be assigned by the immediate supervisor.

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title	Senior Bookkeeper	Governance Level	
Unit		Division	
Reports to		Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
This position shall assist in finance and administrative related services such as accounting, budgeting and payroll processing and ensuring efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Training	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Training			

Note: The Immediate Supervisor, Key Result Areas (KRAs), duties and responsibilities may vary depending on place assignment/work station, e.g. Personnel Unit, Budget Unit, Accounting Unit or School.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>For DepEd Implementing Units</p> <ol style="list-style-type: none"> Prepare/maintain registries of allotment and obligations Prepare financial and accountability reports and maintains subsidiary ledgers Pre-audit financial documents (disbursement vouchers, liquidation reports, etc) Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS. <p>For Non-Implementing Units</p> <ol style="list-style-type: none"> Maintain school's subsidiary ledgers related to cash advances Assist the school head in the preparation of liquidation of cash advances Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned
Salary Administration and Personnel Records	<ol style="list-style-type: none"> Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims. Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits. Compute necessary deduction for inclusion in the monthly payroll. Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA) Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. Handle the administration of the Biometric system Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions.
Financial Records and Reports	<ol style="list-style-type: none"> Ascertain that transaction have been properly recorded in books Verify financial statements made by subordinate, verify the journal voucher Prepares adjusting entries and journal vouchers Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	<ol style="list-style-type: none"> Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ol style="list-style-type: none"> Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. Provides inputs for improvement of accounting section Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Department of Education			
Position Title	Administrative Assistant II	Salary Grade	8
Parentetical Title		Governance Level	
Unit		Division	
Reports to		Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
<p>This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Training	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Training			

Note: The Immediate Supervisor, Key Result Areas (KRAs), duties and responsibilities may vary depending on place assignment/work station, e.g. Personnel Unit, Budget Unit, Accounting Unit or School.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ol style="list-style-type: none"> a. Preparation/maintenance of registries of allotment and obligations b. Preparation of financial and accountability reports and maintenance of subsidiary ledgers c. Preparation of liquidation of cash advances d. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) e. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division f. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances g. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Budgeting Services	<p>Budget System</p> <ol style="list-style-type: none"> a. Assist in the conduct of orientations and workshops on the budgeting system b. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ol style="list-style-type: none"> a. Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets b. Provide clerical support in the preparation of budget proposals c. Act as Liaison Officer to DBM, NEDA and other oversight bodies d. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) e. Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ol style="list-style-type: none"> a. Assist in gathering of data needed in the preparation of cost efficiency computations b. Prepare data needed to approve obligation requests c. Gather data needed to evaluate and prepare status report on budget utilization d. Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ol style="list-style-type: none"> a. Gather data needed in the preparation of budget accountability reports

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Property Custodianship	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school.
General Administrative Support	<ul style="list-style-type: none"> a. Assist the school head in the preparation of School Form 7 (SF7)/loading of teachers b. Assist the school planning team in the preparation of SIP/AIP c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc d. Perform other functions as may be assigned by the immediate supervisor.