



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

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June 21, 2022

DIVISION MEMORANDUM  
UNNUMBERED

TO: **Concerned Administrative Officers**  
Tabuk City Division

**SCHOOL ASSIGNMENTS OF ADMINISTRATIVE OFFICERS**

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This is to inform the new school assignments of the following Administrative Officer II of this Division effective **July 1, 2022**.

As such, you are to perform the following duties and responsibilities of a full-time Administrative Officer:

**PERSONNEL ADMINISTRATION**

**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:

- 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

**Personnel Records**

- 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



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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.

**Compensation and Benefits**

- a. Compute and submit to SDO applicable personnel 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

**Other HR-related functions**

- 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
- 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**

- 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





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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**

- a. Assist the school head in the preparation of School Form 7 (SF 7)/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.

You are further advised to secure at least 4 copies of your clearance of money and property accountability from your current school assignment or station and submit one copy to the Schools Division Office, one copy to the receiving school and one copy to the releasing school on or before **June 30, 2022**.

DISTRICTS	SCHOOLS	BASE SCHOOL	AO IN-CHARGE
ETD 1	<b>Bulanao CS</b>	BASE	ROSELMA G. GAS-IB
ETD 1	KSPED		
STD 1	Bulanao West ES		
STD 1	Namnama ES		
NTD 1	<b>Tabuk City CS</b>	BASE	RHOVELYN G. PITTONG
NTD 2	Laya IS		
NTD 2	Laya West ES		
NTD 2	Cabaruan ES		
NTD 2	Pantar ES		
NTD 2	<b>Dilag IS</b>	BASE	CRESILDA M. BALUCNIT
NTD 2	Balong ES		
NTD 2	San Julian ES		
NTD 2	Burayukan ES		
NTD 2	Bayabat ES		
NTD 2	Gradual Discovery ES		
NTD 2	Balong NHS		
ETD 3	Malalao ES		VALERIE-ANN B. ANDRADA
STD 3	Eastern Kalinga NHS		





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ETD 2	Bulo NHS		
ETD 2	<b>Bulo East ES</b>	BASE	
ETD 3	Hilltop ES		
ETD 3	New Bangad ES		
ETD 2	Madopdop ES		
ETD 2	San Pablo IS		
ETD 3	Sotto ES		
ETD 3	<b>Agbannawag ES</b>	BASE	ARTICI R. RONQUILLO
ETD 2	Dananao ES		
ETD 2	Lacnog IS		
ETD 2	New Balbalan ES		
ETD 2	Cataw ES		
ETD 1	Nambaran ES		
ETD 1	Nambaran Agro-INHS		
ETD 1	Camp Conrado BES		
STD 3	<b>Balawag CS</b>	BASE	ROCKY B. RAMOS
STD 3	Mabato ES		
STD 3	Paligatto ES		
STD 3	Suyang ES		
STD 3	Balawag NHS		
STD 3	Addang PS		
STD 3	Amlao ES		
STD 3	Binongsay ES		
STD 3	Malin-awa ES		
WTD 2	Magna ES		RAMIL M. TUGAS
WTD 2	Nambucayan ES		
WTD 2	Guilayon IS		
WTD 2	Pao ES		
WTD 2	Nambucayan NHS		
WTD 2	Callagan ES		
WTD 2	<b>Bado Dangwa CS</b>	BASE	
WTD 2	Pinagan ES		
WTD 2	Bantay ES		
WTD 2	Bantay NHS		
WTD 1	Gobgob ES		JOAN B. BANGGAWAN
WTD 1	Cabaritan ES		
WTD 1	Tangbay ES		
WTD 1	Toppan IS		
WTD 1	Tuliao ES		





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WTD 1	<b>Western Tabuk CS</b>	BASE	OLIVIA O. ALNGAG
WTD 1	Masablang ES		
WTD 1	Lanna ES		
WTD 1	Calanan ES		
WTD 2	Balatoc PS		
WTD 2	Banagan ES		
WTD 2	<b>Naneng NHS</b>	BASE	
WTD 2	Bullaguian ES		
WTD 2	Dupag ES		
WTD 2	Gaogao ES		
WTD 2	Gawidan ES		
WTD 2	Lucog ES		
WTD 2	Naneng NHS-Mosimos Ext.		
WTD 2	Naneng ES		
ETD 1	Matucnang ES		
ETD 1	Tannubong ES		
ETD 1	Maledda IS		
ETD 1	Mansanita ES		
STD 1	Callagdao ES		
STD 1	<b>Greenhill ES</b>	BASE	
STD 1	Bulo West ES		
ETD 2	Burobor ES		
ETD 2	Bulanao East ES		
STD 2	Dalnacan ES		
STD 2	Magabbangon ES		
STD 2	Cudal NHS		
STD 2	<b>Cudal ES</b>	BASE	
STD 2	Mallong ES		
STD 2	Calaccad NHS		
STD 2	Banneng ES		
STD 2	Calaccad ES		
STD 1	Southern Tabuk IS		MARVIN G. PADILLA
WTD 1	Madapdapig ES		
WTD 1	<b>Bado Dangwa NHS</b>	BASE	
WTD 1	New Tanglag ES		
WTD 1	New Tanglag NHS		HELEN JOY O. PALATTAO
NTD 1	Magsaysay ES		
NTD 1	Casigayan ES		
NTD 1	<b>Appas ES</b>	BASE	





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ETD 1	Ipil ES		
NTD 1	San Juan ES		
NTD 1	Basao Isla ES		

This order shall be in effect unless rescinded by this office or by higher authorities.

Be guided accordingly.

**IRENE S. ANGWAY, PhD, CESO VI**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

