



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

DIVISION MEMORANDUM
UNNUMBERED

June 21, 2022

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

SCHOOL ASSIGNMENTS OF ADMINISTRATIVE ASSISTANTS

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

As such, you are to perform the following duties and responsibilities of a full-time Administrative Assistant, as well as other tasks assigned by authorities:

Financial Records and Reports

1. Ascertains that transaction have been properly recorded in books
2. Verify financial statements made by subordinate, verify the journal voucher
3. Prepares adjusting entries and journal vouchers
4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;

Account Tracking

1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports
2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records;

Financial transactions recording procedures

1. 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
2. Provides inputs for improvement of accounting section
3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

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**.



Address: BCS Compd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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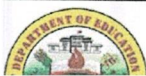
DISTRICTS	SCHOOLS	BASE SCHOOL	ADAS IN-CHARGE	POSITION
NTD 1	Magsaysay ES	BASE	BERNADETTE BELANDRES	ADAS 3
NTD 1	Appas ES			
NTD 1	Basao Isla ES			
NTD 1	Tabuk City Central School	BASE	THELMA GAPASEN	ADAS 3
NTD 1	Casigayan ES			
NTD 2	Pantar ES			
NTD 2	Dilag Integrated School	BASE	JONA CHRISTINE LANG-AY	ADAS 3
NTD 2	Bayabat ES			
NTD 2	Gradual Discovery ES			
NTD 2	Laya IS	BASE	MARIE MICHELLE SAROL	ADAS 3
NTD 2	Laya West ES			
NTD 2	San Julian ES			
NTD 2	Cabaruan ES		ROSCIEL LINGBAWAN	ADAS 2
NTD 2	Balong ES	BASE		
NTD 2	Burayukan PS			
NTD 2	Balong NHS		JANINE MARIE JOVEN	ADAS 3
ETD 1	Bulanao Central School/KSPED	BASE		
ETD 1	Mansanita PS			
ETD 1	Ipil ES		RONA GOAN VILORIA	ADAS 3
ETD 1	Maledda ES	BASE		
ETD 1	Tannubong ES			
ETD 1	Matucnang ES		REMALOU DONGLAYAN	ADAS 2
ETD 1	Nambaran ES	BASE		
ETD 1	Nambaran Agro-Industrial NHS			
ETD 1	Camp Conrado Balweg ES		LENNY ANN LANGKIT	ADAS 3
ETD 2	Lacnog IS	BASE		
ETD 2	New Balbalan ES			
ETD 2	Cataw ES		LUNINGNING DALIGDIG	ADAS 2
ETD 2	Bulo NHS	BASE		
ETD 2	San Pablo PS			
ETD 2	Madopdop ES		JAYLORD PUGAL	ADAS 2
ETD 2	Bulo West ES	BASE		
ETD 2	Bulo East ES			
ETD 2	Burobor ES (Bulo East Annex)			





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ETD 3	Hilltop ES	BASE	URSHIA WREN HOLGADO	ADAS 2
ETD 3	Sotto ES			
ETD 3	Malalao ES			
ETD 3	Agbannawag ES	BASE	RUBY JANE TAGUIAM	ADAS 3
ETD 3	New Bangad ES			
ETD 3	Eastern Kalinga NHS			
STD 1	Namnama ES	BASE	ROSALIA MIRANDA	ADAS 2
STD 1	Bulanao West ES			
ETD 2	Dananao PS			
STD 1	Southern Tabuk Central School	BASE	HEIDI DUMAGUING	ADAS 3
STD 1	Bulanao East ES			
STD 1	Bulanao East ES Annex-Greenhills PS			
STD 1	Callagdao ES	BASE	JANICE MADIO	ADAS 2
STD 2	Magabbangon ES			
STD 2	Dalnacan ES			
STD 2	Calaccad ES	BASE	HAYDEE LIZA DUBLA	ADAS 2
STD 2	Mallong ES			
STD 2	Banneng ES			
STD 2	Cudal NHS	BASE	JOEY DELA CRUZ	ADAS 3
STD 2	Calaccad NHS			
STD 2	Cudal ES			
STD 3	Mabato ES	BASE	MARRY CLAIRE MOSCOSO	ADAS 2
STD 3	Suyang ES			
STD 3	Amlao ES			
STD 3	Malin-awa ES	BASE	JESSICA POLIG	ADAS 2
STD 3	Addang ES			
STD 3	Paligatto Es			
STD 3	Binongsay ES	BASE	WARREN PARUNGAO	ADAS 3
STD 3	Balawag ES			
STD 3	Balawag NHS			
WTD 1	Tuliao ES	BASE	VINCENT MARTINEZ	ADAS 2
WTD 1	New Tanglag ES			
WTD 1	New Tanglag NHS			
WTD 1	Western Tabuk Central School	BASE	PRECIOUS QUADRA	ADAS 2
WTD 1	Toppan ES			
WTD 1	Tangbay ES			
WTD 1	Cabaritan ES	BASE	SANDRA TARNATE	ADAS 2
WTD 1	Masablang ES			





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WTD 1	Lanna ES			
WTD 1	Bado Dangwa NHS	BASE	JINGLE CRISTALYN SUYAO	ADAS 2
WTD 1	Madapdapig ES			
WTD 1	Gobgob ES			
WTD 1	Calanan ES		AZA LEA RODRIGUEZ	ADAS 2
NTD 1	San Juan ES	BASE		
WTD 2	Bantay ES			
WTD 2	Balatoc PS	BASE	JESSA ESPITA	ADAS 2
WTD 2	Banagan ES			
WTD 2	Gawidan ES			
WTD 2	Gaogao ES	BASE	MARITESS SUYAM	ADAS 2
WTD 2	Dupag ES			
WTD 2	Bullaguian ES			
WTD 2	Naneng NHS	BASE	AGUSTINA BANGIT	ADAS 2
WTD 2	Naneng NHS- Mosimos Extension			
WTD 2	Naneng ES			
WTD 2	Bado Dangwa ES	BASE	MARJORIE BATALONES	ADAS 2
WTD 2	Nambucayan NHS			
WTD 2	Pa-o PS			
WTD 2	Lucog ES	BASE	MAUREEN MARTINEZ	ADAS 2
WTD 2	Pinagan ES			
WTD 2	Magnao ES			
WTD 2	Nambucayan ES	BASE	ROCHELLE SANGA	ADAS 2
WTD 2	Guilayon ES			
WTD 2	Callagan 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

