



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



February 28, 2024

DIVISION MEMORANDUM

No. 76 s. 2024

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SCHOOL HEADS (ELEMENTARY AND SECONDARY)
 HUMAN RESOURCE MANAGEMENT OFFICER
 ADMINISTRATIVE ASSISTANTS
 ALL OTHERS CONCERNED

REASSIGNMENT ORDER OF ADMINISTRATIVE ASSISTANT

1. This is to inform the school assignments of Administrative Assistants effective **March 1, 2024** as follows:

#	NAME	POSITION	SCHOOL 1	SCHOOL 2
1	Ruby Jane T. Wayaway	ADAS III	Camp Conrado balweg ES	NAINHS
2	Agustina P. Bangit	ADAS III	Ipil ES	Casigayan ES
3	Rosalia L. Miranda	ADAS III	Bulanao CS	KSPED
4	Rhonel V. Lonez	ADAS III	Callagan ES	Guilayon IS
5	Ofelia A. Mamattong	ADAS II	Maledda IS	Matucnang ES
6	Cheene G. Baawa	ADAS II	Tangbay ES	Toppan IS
7	Lugenate A. Wangdali	ADAS III	EKNHS	Bulo NHS
8	Sally D. Salvador	ADAS II	Balatoc PS	Gawidan ES
9	Lenny Ann B. Langkit	ADAS III	Lacnog IS	Agbannawag CS
10	Jessica C. Baniaga	ADAS II	Dupag NHS	Banagan ES
11	Stephen B. Baniaga	ADAS II	Cataw ES	Magna ES
12	Aza Lea C. Rodriguez	ADAS II	Nambucayan ES	Calanan ES
13	Rosemarie S. Valdez	ADAS II	San Pablo IS	Madopdop ES
14	Maritess A. Suyam	ADAS II	Tabuk City CS	Pantar ES
15	Marie Michelle B. Sarol	ADAS III	Magsaysay ES	Appas IS
16	Liezel L. Baglinit	ADAS II	Amlao ES	Suyang ES
17	Bernadette L. Belandres	ADAS III	Balong CS	Balong NHS
18	Jessa A. Espita	ADAS II	San Julian ES	Dilag IS
19	Janice C. Suma-il	ADAS III	Burayukan ES	Laya IS
20	Luningning P. Daligidig	ADAS II	STIS	Bulanao West
21	Roscel E. Lingbawan	ADAS II	Bulanao East ES	Namnama ES
22	Rochelle S. Baguiyac	ADAS III	Greenhills ES	Callagdao ES
23	Gina B. Sandagon	ADAS II	Banneng ES	Calaccad NHS
24	Erma Joy S. Dumalan	ADAS II	Cudal CS	Cudal NHS



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25	<i>Jingle Cristalyn B. Suyao</i>	<i>ADAS II</i>	<i>Magabbangon ES</i>	<i>Dalnacan ES</i>
26	<i>Marry Claire L. Moscoso</i>	<i>ADAS III</i>	<i>Balawag CS</i>	<i>Balawag NHS</i>
27	<i>Melody P. Idanan</i>	<i>ADAS II</i>	<i>New Tanglag ES</i>	<i>New Tanglag NHS</i>
28	<i>Lyka A. Fabro</i>	<i>ADAS II</i>	<i>Cabaritan ES</i>	<i>Western Tabuk CS</i>
29	<i>Jumellie A. David</i>	<i>ADAS III</i>	<i>Gobgob ES</i>	<i>Tuliao ES</i>
30	<i>Mavreen W. Tayab</i>	<i>ADAS III</i>	<i>Bantay NHS</i>	<i>Bantay ES</i>
31	<i>Delight Claire S. Dilag</i>	<i>ADAS III</i>	<i>Agbannawag NHS</i>	

2. The Department will **provide additional administrative support mechanisms** to avoid overburdening non-teaching personnel in schools with excessive workloads.
3. All concerned ADASs shall properly turn over supplies, materials and documents of their former school assignment before reporting to their new station assignment.
4. School Heads shall facilitate the turnover and ensure that school records/and or documents are in place.
5. For strict compliance and wide dissemination.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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