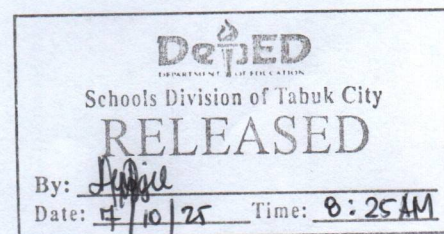




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



July 10, 2025

DIVISION MEMORANDUM

No. 274 s. 2025

SCHOOL ASSIGNMENTS OF ADMINISTRATIVE OFFICER II

To: Public Schools District Supervisors
School Heads (Elem. & Sec.)
Administrative Officer II
All others concerned

1. To provide the necessary administrative and support services in the general operations of schools, as well as the school-based programs and projects of the Department, by virtue of your appointments as Administrative Officers II, your school assignments effective **July 14, 2025** are as follows:

#	NAME	DISTRICT	SCHOOL	#	NAME	DISTRICT	SCHOOL
1	Julie Ann M. Lingbawan	ETD 1	BCS	53	Rhazelle N. Lomeng	STD 2	Banneng ES
2	Ruby Jane T. Wayaway	ETD 1	CCMBES	54	Gina B. Sandagon	STD 2	Calaccad ES
3	Rochelle S. Baguiyac	ETD 1	Ipil IS	55	Kristine Jane C. Owek	STD 2	Calaccad NHS
4	Lynette May M. Sumedca	ETD 1	KSPED	56	Janice C. Madio	STD 2	Cudal CS
5	Rosemarie S. Valdez	ETD 1	Maledda IS	57	Yang Kevin T. Mendoza	STD 2	Cudal NHS
6	Ofelia A. Mamattong	ETD 1	Mansanita ES	58	Jingle Cristalyn B. Suyao	STD 2	Dalnacan ES
7	Oliver P. gas-ib	ETD 1	Matucnang ES	59	Rubelyn C. Baston	STD 2	Magabbangon ES
8	Aza Lea C. Rodriguez	ETD 1	NAINHS	60	Juanito R. Gomgom-o	STD 2	Mallong ES
9	Olivia O. Alngag	ETD 1	Nambaran ES	61	Janessa Pearl O. Bastian	STD 3	Addang ES
10	Rema T. Puguon	ETD 1	Tannubong ES	62	Mark Gerald B. Suyu	STD 3	Amlao ES
11	Luningning P. Daligdig	ETD 2	Bulo East Central CS	63	Rex M. Duclayan	STD 3	Amlao IS
12	Lugenate A. Wagdali	ETD 2	Bulo NHS	64	Marry Claire L. Moscoso	STD 3	Balawag CS
13	Mavreen W. Tayab	ETD 2	Bulo West ES	65	Erma Joy S. Dumalan	STD 3	Balawag NHS
14	Lenny Ann B. Langkit	ETD 2	Burobor ES	66	Benedict B. Carag	STD 3	Binongsay ES
15	Stephen B. Baniaga	ETD 2	Cataw ES	67	Mary Rose P. Garcia	STD 3	Malin-awa ES



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16	Femmalyn S. Mejia	ETD 2	Dananao ES	68	<i>To be identified...</i>	STD 3	Paligatto ES
17	Precious Ann P. Quadra	ETD 2	Lacnog IS	69	Denmark V. Nonog	STD 3	Suyang ES
18	Jinky O. Agpawan	ETD 2	Madopdop ES	70	Marvin G. Padilla	WTD 1	Bado Dangwa NHS
19	Emmalyn I. Ongat	ETD 2	New Balbalan ES	71	Jay-lord A. Pugal	WTD 1	Cabaritan ES
20	Esmeralda A. Costales	ETD 2	San Pablo IS	72	Jumellie A. David	WTD 1	Calanan ES
21	Artici R. Ronquillo	ETD 3	Agbannawag CS	73	Jovy O. Sangayab	WTD 1	Gobgob ES
22	Jamine Earl B. Gayadan	ETD 3	Agbannawag NHS	74	Juliet G. Bangelan	WTD 1	Lanna ES
23	Cherrie Gay E. Magannon	ETD 3	EKNHS	75	Lizel Joy B. Ramirez	WTD 1	Madapdapig ES
24	Valerie Ann B. Andrada	ETD 3	Hilltop ES	76	Sandra U. Tarnate	WTD 1	Masablang ES
25	Wemenda W. Galano	ETD 3	Malalao ES	77	Chenee G. Baawa	WTD 1	New Tanglag ES
26	Jessica C. Baniaga	ETD 3	New Bangad ES	78	Melopy P. Idanan	WTD 1	New Tanglag NHS
27	Leslie T. Guiya-an	ETD 3	Sotto ES	79	Joan D. Gammod	WTD 1	Tangbay ES
28	Mark Christian D. Buduan	NTD 1	Appas IS	80	Lyka F. Comia-as	WTD 1	Toppan IS
29	Ronda Lee B. Damasco	NTD 1	Basao Isla ES	81	Clifford Kaysonne M. Rivera	WTD 1	Tuga NHS
30	Sabina N. Briosos	NTD 1	Casigayan ES	82	Jaina Kate G. Catabay	WTD 1	Tuliao ES
31	Rhovelyn G. Pittong	NTD 1	Magsaysay ES	83	Vicenta B. Aggueban	WTD 1	WTCS
32	Jona Christine C. Lang-ay	NTD 1	San Juan ES	84	Joan B. Banggawan	WTD 2	Bado Dangwa CS
33	Janine Marie J. Agaran	NTD 1	TCCS	85	Dhareen Boyd B. Sadagan	WTD 2	Balatoc PS
34	Shakey L. Martinez	NTD 1	Tabuk City NHS	86	Heidi D. Dumaguing	WTD 2	Banagan ES
35	Criselda M. Balucnit	NTD 2	Balong CS	87	Rona Goan T. Viloria	WTD 2	Bantay ES
36	Sally D. Salvador	NTD 2	Balong NHS	88	Thimoty V. Gallamaso	WTD 2	Bantay NHS
37	Ramil M. Tugas	NTD 2	Bayabat ES	89	Jenny Rose M. Tabunigao	WTD 2	Bullaguian ES
38	Bernadette L. Belandres	NTD 2	Burayukan ES	90	Elizabeth S. Enciso	WTD 2	Callagan ES
39	Krystal Dane B. Agyao	NTD 2	Cabaruan ES	91	Froilan L. Wanagon	WTD 2	Dupag ES



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40	Harene G. Paragas	NTD 2	Dilag IS	92	Querubin T. Addawi	WTD 2	Dupag NHS
41	Hanela S. Ogsar	NTD 2	Gradual Discovery ES	93	Angie Nilda L. Dong-as	WTD 2	Gaogao ES
42	Gilbert E. Dela Cruz	NTD 2	Laya IS	94	Diana Ruth S. Bulawit	WTD 2	Gawidan ES
43	April T. Malaggan	NTD 2	Laya West ES	95	Mallory T. Banggawan	WTD 2	Guilayon IS
44	Marlyn B. Ambong	NTD 2	Pantar ES	96	Rhoda D. Alimani	WTD 2	Lucog ES
45	Thelma B. Gapasen	NTD 2	San Julian ES	97	Arthur Jude C. Lozano	WTD 2	Magnao ES
46	Erecson I. Matias	STD 1	Bulanao East ES	98	Rosiel L. Pascual	WTD 2	Nambucayan ES
47	Roselma G. Gasib	STD 1	Bulanao West ES	99	Ronabeth G. Gatchalian	WTD 2	Nambucayan NHS
48	Bobby W. Daguio	STD 1	Callagdao ES	100	Ashley Joanne A. Ba-i	WTD 2	Naneng ES
49	Rachelle A. Canao	STD 1	Greenhills ES	101	Esther T. Batoy	WTD 2	Naneng NHS
50	Micah D. Benito	STD 1	KNHS	102	Warren D. Parungao	WTD 2	Pa-o ES
51	Helen Joy O. Palattao	STD 1	Namnama ES	103	Carolyn G. Dugyawe	WTD 2	Pinagan ES
52	Norwin O. Bulosan	STD 1	STIS				

2. As such, you are instructed to perform all duties and responsibilities of your position and such other related functions as may be assigned:

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:

- recruitment and selection of applicants in the school assigned
- 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
- Prepare ERF of qualified teachers and submit to SDO for processing

Personnel Records

- Update regularly 201 files and maintain database of personal information of school personnel
- 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



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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.

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 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.

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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 School Head.

Financial Management

- a. Assist the School Head on the preparation of the following documents such as but not limited to:
 - Cash disbursement register
 - Authority to debit/credit account
 - Liquidation reports including supporting documents
 - b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
 - c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
 - d. Provide assistance to other financial-related task of the School Head.
 - e. Perform other functions as may be assigned by the School Head.
3. All promoted internal applicants (AOI/ADASIII/ADASII/ADASI/ADAVI) are expected to perform **concurrent** to your position until such time your former positions will be filled up. Secure clearance and turn over supplies, materials and documents of your former school/office assignment before reporting to your new station. Together with your respective school heads, you are to make weekly schedule of your reporting to avoid confusion.
 4. AO IIs (*first 43 AOs*) who are assigned to a different school shall likewise secure clearance from your former station and facilitate the turnover of documents, properties and accountabilities to the incoming AO II with the guidance of the school head.
 5. This memorandum shall be in effect unless rescinded by this Office or by higher authorities.
 6. For strict compliance and wide dissemination.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

