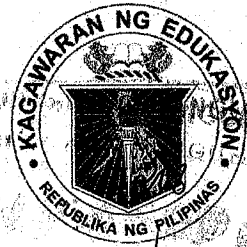


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
No. 202, s. 2016

To: Elementary and Secondary School Heads / Teacher-In-Charge
Administrative Officer – V
Accountant - III
Human Resource Management Officer – II
Administrative Assistants III
Administrative Assistants II

From: VICTORIA V. GAZO, Ph.D, CESO V
Schools Division Superintendent

Date: April 6, 2015

Subject: NEW WORK ASSIGNMENT OF ADMINISTRATIVE ASSISTANTS III & ADMINISTRATIVE ASSISTANTS II

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1. To ensure effective and efficient delivery of services in this division, administrative assistants are deployed to different schools to facilitate MOOE liquidation reports and inventory of school properties.
 2. Further they are also directed to assist school principals in their respective assignments especially in facilitating the claims of teachers like hardship pay, refunds, and other related transactions.
 3. Attached are the new work assignments of the administrative assistants for your guidance.
 4. Immediate and wide dissemination of this Memorandum is desired.

VVG/mcs/10-14-16

NEW WORK ASSIGNMENT OF AA's III & II

CENTRAL DISTRICT

A. RUSTICA MONASTERIO

KAUSWAGAN ES ✓
LUMBAN ES ✓
POLAO ES ✓
✓ STA. CRUZ ES & KATAGAN ES ✓
✓ TCCS & BALUC ✓

B. LANIE ALBARACIN

✓ BONGABONG NHS JHS & SHS
✓ MATHS
✓ BONGABONG ES
✓ STO. NIÑO ES

C. AILEEN MACAULANG

✓ TCNHS SHS
✓ BARANGAY TRES ES
✓ SAN APOLINARIO ES
✓ KIMAT ES

NORTH DISTRICT

A. JULIE B. UNGAB

ISIDRO D. TAN ES
MALORO ES
MANGA ES
SALIMPUNO ES
SILANGA ES
TITURON ES

C. MARILOU N. CALUNSAG

STA. MARIA NHS JHS & SHS
STA. MARIA CS
CAPALARAN ES
MINSUBONG & BITOON PS

B. KRISTYL LABRADOR

BANGLAY NHS JHS & SHS
BANGLAY ES
HUYOHOY ES
VILLABA ES & CAPALARAN PS

SOUTH DISTRICT

A. RODRIGO TELMO

LORENZO TAN NHS JHS
LORENZO TAN MCS
SAN ANTONIO ES
PRENZA ES

C. ANNALYN APAO

CANIANGAN NHS JHS & SHS
VIDASTO CARILLO MEMORIAL ES
TAGUITE ES

B. IRISH GRACE CANTONA

LORENZO TAN NHS SHS
AQUINO ES
PANGABUAN BEACH ES
PANGABUAN ES

D. MELDRED PEREZ

MIS
MAQUILAO ES
GARANG
LABUYO

SOUTHWEST DISTRICT

A. NELIA C. CLARO

BALATACAN BEACH & SIMASAY ES
BALATACAN ES & KAMPIT PS
BINTANA ES & TUMATYAG PS
BOCATOR ES & MATUGNAO ES
PANALSALAN & SICOT ES

C. JAKE MARK R. OFAMEN

SIMASAY NHS JHS & SHS
OWAYAN & TUGAS ES
PAITON ES

B. ERLA FUENTES

SILANGIT NHS JHS & SHS
SILANGIT ES
GUINABOT ES
GUINALABAN ES

D. DEBERLANE CHRISTY PAMPILO

SUMIRAP NHS JHS & SHS
SUMIRAP CS
SAN VICENTE ES