



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
Division of Guihulngan City

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Office of the Schools Division Superintendent

MEMORANDUM

**MLA 2024-10-0052**

**TO:** MARITES Z. YMALAY, AO II  
ENDRILEZA T. LANGCO, AO II  
JYNEL T. BULANDRES, AO II  
DINH ANN D. LETRADA, AO II  
CINDERELLA D. HINO-O, AO II  
EVALYN B. TRINIDAD, AO II  
KARREN GRACE A. VISOR, AO II  
MAALA D. CAYUNA, AO II  
DELDA ISABEL D. MERELOS, AO II  
BELLADONNA JUBILLE PEDILLO, AO II  
ANTONIETTA V. CARMELOTIS, AO II  
ARABELLE C. DIAMANTE, AO II  
JANET V. RODRIGUEZ, AO II  
ODETTE O. BERNARDINO, AO II  
MA. EMELY C. ALBIOS, AO II  
WARREN C. LANOJAN, AO II

**FROM:** **ORLANDO G. CADANO, EdD CESO V**  
Schools Division Superintendent

**Subject:** **ASSIGNMENT AND REASSIGNMENT OF ADMINISTRATIVE OFFICER II**

**DATE:** October 11, 2024

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1. DepEd Order No. 002, s 2024 dated January 26, 2024, provides for the immediate removal of the administrative tasks of public school teachers so that they can focus on their core function of teaching.
2. To implement this policy, DM OUHROD 2024 0123 outlines the implementation strategy on the immediate removal of administrative tasks of public school teachers pursuant to DepEd Order No. 002, s 2024. This

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includes the deployment of personnel with Administrative Officer II positions to a cluster of a maximum of three (3) schools.

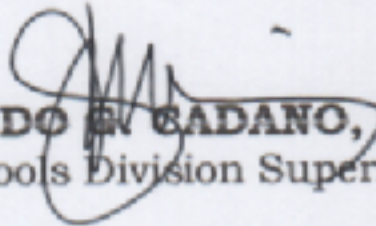
3. Due to the additional twenty two (22) AO II items, re-clustering of schools and school assignment of AO IIs are modified accordingly. Enclosed is the **School Assignment/Reassignment of Administrative Officer II**.

4. The Administrative Officer V (Admin Services) and Administrative Officer IV (Personnel) shall immediately coordinate with all school heads and AO IIs for the respective schedules of the latter. Copy of the schedule shall be furnished to the Office of the SDS.

5. All AO IIs deployed to schools shall register in the biometric machines in the schools they are assigned for their Daily Time Records (DTR) attendance. All school heads shall sign in the AO IIs DTR for its monthly submission.

6. Newly appointed and reassigned AO IIs shall immediately report to their assigned stations. They shall make the necessary transition within two (2) weeks for their smooth exit to their replacements. The outgoing AO IIs shall submit their office/school clearance to the Office of the AO V - Administrative Services before reporting to their new stations.

7. For information, guidance, and strict compliance.

  
**ORLANDO B. CADANO, EdD CESO V**  
Schools Division Superintendent *g lee*

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**REASSIGNMENT OF ADMINISTRATIVE OFFICER II**

NAME OF PERSONNEL	FROM	TO
Marites Z. Ymalay	T. Hill ES	T. Hill ES
	T. Hill NHS	T. Hill NHS
	MTVES	
Endrileza T. Langco	DPVMES	P. Zamora ES
	Busay ES	P. Zamora NHS
	Mani-ak ES	FTAMES
Jynel T. Bulandres	Bakid ES	Mabunga ES
	FTAMES	Mabunga NHS
	Pitogo ES	
Dinh Ann D. Letrada	Mckinley ES	MTVES
	P. Zamora ES	Daniel T. Anog NHS
	P. Zamora NHS	Mckinley ES
Cinderella D. Hino-o	GSCS	GSCS
	GNHS-Poblacion	GNHS-Poblacion
	Malusay ES	Malusay ES
Evalyn B. Trinidad	Buenavista ES	Buenavista ES
	Buenavista NHS	Buenavista NHS
	Mandi-i ES	Nagsaha ES
Karren Grace A. Visor	Dadiangao ES	Balogo ES
	Plagatasanon ES	Balogo NHS
	Luz ES	Taloto ES
Maala D. Cayuna	Hinogpayan ES	Banwague ES
	Banwague ES	Banwague NHS
	Banwague NHS	Hinogpayan ES

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Delda Isabel V. Merelos	Calamba CES	Calamba CES
	Calamba NHS	Calamba NHS
	Humayhumay ES	Humayhumay ES
Belladona Jubille Pedillo	Benil- iwan ES	Binobohan ES
	Panagtugas ES	Binobohan NHS
	Budlasan ES	Laos ES
Antonietta V. Carmelotis	Basak ES	Basak ES
	Bulado ES	Magkanaway ES
	Matuog ES	Matuog ES
Arabelle C. Diamante	Hilaitan ES	Hilaitan ES
	Hilaitan NHS	Hilaitan NHS
	Gerasimo SVSNHS	Gerasimo SVSNHS
Janet V. Rodriguez	Calabaclabacan ES	Magsaysay ES
	Calupaan ES	Magsaysay HS
	Maximina LTHS	Mandi-i ES
Odette O. Bernardino	Puan ES	Puan ES
	Malangsa ES	Malangsa ES
	Don Julian DMES	Don Julian DMES
Ma. Emely C. Albios	DAPMES	DAPMES
	Tolotolo ES	Tolotolo ES
	Putian ES	Putian ES
Warren C. Lanojan	DVLSMES	Paliran ES
	Bairan ES	DVLMES
	Macapso ES	VCES

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**ASSIGNMENT OF ADMINISTRATIVE OFFICER II**

NAME OF SCHOOL	NAME OF ASSIGNED AO II
Bakid ES	Eric D. Ganaganag
Bakid NHS	
Pitogo ES	
DPVMES	Fatima M. Naparota
PSLMES	
Cabal asan ES	
Villegas ES	Leo Bill Y. Paglinawan
Villegas NHS	
Agulang ES	
Planas ES	Francis Anthony D. Guarin
Planas NHS	
Linantuyan ES	Angelie S. Lambo
Linantuyan NHS	
Kapudlusan ES	
GNAS	Vanessa Luchavez
Plagatasanon ES	
Hinakpan ES	Rhona Marie M. Penarubia
Hinakpan NHS	
Bonbon ES	
Dadiangao ES	Princess Jean C. Minoza
Luz ES	
Lip o ES	Maria Cristina M. Gaballo
Lip o NHS	

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Sandayao ES	Bryan O. Castil
Sandayao NHS	
Tominhao ES	Bernice B. Alba
Antibalas ES	
Lag asan ES	Marjorie Alangilan
Imelda ES	
Maculos ES	Belka Z. Ompoc
Maculos NHS	
Bulado ES	
Mani-ak ES	Eva Mae B. Santo
Busay ES	
JBES	
Calupaan ES	Ma. Jufelyn M. Labarino
Maximina LTHS	
Benil- iwan ES	Glory Mae L. Vallespin
Panagtugas ES	
Trinidad ES	Nera B. Sabillo
Trinidad NHS	
Bongao ES	
Calabaclabacan ES	Eve S. Mananquil
Budlasan ES	
Banban ES	Louie S. Estrada
Guba ES	
Guba NHS	

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Molobolo ES	Joan M. Magallano
Don EVES	
Tabon ES	
Pinucauan ES	Grittis A. Languita
Pinucauan HS	
Cabulihan ES	
Bairan ES	Roxan N. Pomada
Macapso ES	
Ulay ES	
Tagbino SHS	Junneth S. Pacana
Rafaela RLNHS	
Maglahos ES	

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