

Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DIVISION MEMORANDUM

No. 16 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Field Staff and All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: January 21, 2021

Subject: **CLUSTERED SCHOOLS ASSIGNMENT OF ADMINISTRATIVE ASSISTANTS**

This is to inform all concerned that the clustered school assignments of Administrative Assistants of the Schools Division Office to provide assistance on the budget and finance related functions in schools shall be the following:

CLUSTER I

- | | |
|---------------------------------------|--|
| 5. Suit Elementary School | 5. Calmay Elementary School |
| 6. Lomboy Elementary School | 6. Carael Elementary School |
| 7. Salapingao Elementary School | 7. Juan P. Guadiz Elementary School |
| 8. T. Ayson-Rosario Elementary School | 8. West Central Elementary School I (Mother School) |

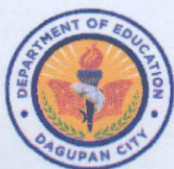
| | | |
|------------------------------|---|---------------------------------|
| Administrative Assistant III | - | Ms. Yolanda Q. Prado |
| Administrative Assistant II | - | Mr. Joseph Marion C. Montemayor |

CLUSTER II

- | | |
|---|---|
| 5. Leon-Francisco Maramba Elementary School | 5. Gen. Gregorio del Pilar Elementary School |
| 6. Bliss Elementary School | 6. Sabangan Elementary School |
| 7. Bonuan Buquig Elementary School | 7. North Central Elementary School (Mother School) |
| 8. Victoria Q. Zarate Elementary School | |

| | | |
|------------------------------|---|------------------------------|
| Administrative Assistant III | - | Mr. Jose Feliciano A. Sabado |
| Administrative Assistant II | - | Ms. Valen Joy B. Decano |

Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

CLUSTER III

- | | |
|-----------------------------------|---|
| 5. Pantal Elementary School | 5. Mangin-Tebeng Elementary School |
| 6. Tambac Elementary School | 6. Tebeng Elementary School |
| 7. Salisay Elementary School | 7. Caranglaan Elementary School |
| 8. Mamalingling Elementary School | 8. Bolosan Elementary School (Mother School) |

| | | |
|------------------------------|---|-----------------------|
| Administrative Assistant III | - | Ms. Crisonia P. Uson |
| Administrative Assistant II | - | Ms. Marlotte G. Paras |

CLUSTER IV

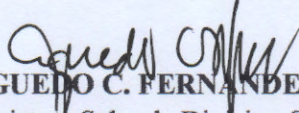
- | | |
|-------------------------------------|---|
| 5. Lucao Elementary School | 5. Lasip Grande Elementary School |
| 6. Malued Elementary School | 6. Pascuala G. Villamil Elementary School |
| 7. Juan L. Siapno Elementary School | 7. Bacayao Sur Elementary School |
| 8. Pogo-Lasip Elementary School | 8. West Central Elementary School II (Mother School) |

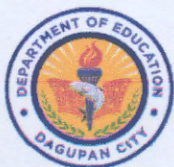
| | | |
|------------------------------|---|---------------------------|
| Administrative Assistant III | - | Ms. Diana D. Sison |
| Administrative Assistant II | - | Ms. Rikki Mae L. Manongdo |

Administrative Assistants shall stay at the mother school. However, they shall report immediately to any of assigned schools once needed. All schools cited above shall register their assigned Administrative Assistants in Daily Time Record (DTR) System to monitor their attendance. Traveling, supplies and other operating expenses incurred shall be charged against the school fund, subject to the availability of funds and in compliance with the usual government accounting and auditing rules and regulations.

This memorandum shall take effect immediately until rescinded.

For information and guidance.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph