



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

SEP 02 2024

Division **MEMORANDUM**
No. 538, s. 2024

**New School Assignments of Administrative Officers II and
Schedule of On-Boarding Sessions of Newly Appointed Administrative Officers**

To: OIC, Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All other concerned

1. This is to inform the field that the Appointments of 10 new Administrative Officers II (AOs) have been approved. Consequently, there will be changes in the school assignments of the AOs II. They are expected to report to their new stations effective October 1, 2024.
2. On-boarding sessions will be conducted for the newly appointed AOs II in the following areas: Human Resource Management, Property & Inventory, Records Management, and Financial Management.
3. The School Assignments of AOs II and the Schedule of On-boarding Sessions are attached for guidance and reference.
4. It is understood that in the conduct of these activities, there shall be no discrimination in the provision of such learning and development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors and personal circumstances that run counter to the principles of equal opportunity.
5. For wide dissemination.

NOE B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Incl : As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

ON-BOARDING

TECHNICAL ASSISTANCE

PERSONNEL



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597f sagaycity001@dep-ed.gov.ph



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Inclosure 2 to Division Memo No. ___, s. 2024

Schedule of On-boarding Sessions

Date	Records Section	Personnel Section	Supply & Inventory Section	Accounting Section
September 5-6, 2024	Rhea V. Gemotra Melea L. Guillen	Nadine N. Puey Rosita Almaras Kyrvielem Keevin Celeste	Ramil Duerme Viema Joy Denoy	Sheena Tiguelo Jay Ann
September 12-13, 2024	Sheena Tiguelo Jane Ann	Rhea V. Gemotra Melea L. Guillen	Nadine N. Puey Rosita Almaras Kyrvielem Keevin Celeste	Ramil Duerme Viema Joy Denoy
September 19-20, 2024	Ramil Duerme Viema Joy Denoy	Sheena Tiguelo Jane Ann	Rhea V. Gemotra Melea L. Guillen	Nadine N. Puey Rosita Almaras Kyrvielem Keevin Celeste
September 26-27, 2024	Nadine N. Puey Rosita Almaras Kyrvielem Keevin Celeste	Ramil Duerme Viema Joy Denoy	Sheena Tiguelo Jay Ann	Rhea V. Gemotra Melea L. Guillen



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New Assignments of School Administrative Officers II

Administrative Officer II		School Assignment	Remarks
1	Angeli D. Hablo	Jose B. Puey Sr. ES	mother school
2	Grace Angelie P. Mañale	B.V. Rodriguez ES	mother school
		Suyac Elementary School	cluster school; with COS personnel
3	Yvone V. Niar	Old Sagay Elem. School	mother school
4	Catherine F. Son	Raymundo Tupas ES	mother school
		Raymundo Tupas SESCO Extn.	cluster school
5	Donna Faye P. Soberano	Bulanon ES	mother school
		PR Katalbas I ES	cluster school
6	Chinky C. Balicas	Plaridel Elem. School	mother school
		PR Katalbas II ES	cluster school
7	Melea L. Guillen	Talusan ES	mother school
		Onofre dela Paz Elem. School	cluster school
8	Rhea V. Gemotra	Elia T. Canoy-Esperancilla ES	mother school
		Tuong Elementary School	cluster school
9	Pretzell A. Panolin	Vito Elem. School	mother school
		Matabas Elementary School	cluster school; with COS personnel
10	Roselyn M. Geroldo	Alfredo E. Marañon Sr. ES	mother school
		AEMSES (SOF)	cluster school
11	Vincent N. Demaisip	Molocaboc IS	mother school
		Molocaboc II IS	cluster school; with COS personnel
12	Stephany G. Abiles	General Luna ES	mother school
		Trinidad Lopez De Gonzaga NHS	cluster school
13	Justine Mae C. Payas	Vito National High School	mother school
14	Mary Rose Faith L. Desale	Old Sagay National High School	mother school
15	Jasamine Hope Z. Aragon	Sagay City Farm School	mother school
16	Ronald B. Aprecio	Sagay City Senior High School	mother school
17	Jovi C. Espina	Maria Lopez ES	mother school
18	Chrissy Anne J. Barcelona	Josebio L. Gonzaga Mem. Schl	mother school
		Valeriana Añalucas ES	cluster school; with COS personnel
19	Cherry Bless S. Seposo	Filomeno Pascual ES	mother school
		Josebio Gonzaga ES - Ext.	cluster school
20	Christy V. Callao	Gil Lopez Elementary School	mother school
		Fabrica Elementary School	cluster school; with COS personnel
21	Jonah A. Sabijon	Ricardo Gamboa ES	mother school
		Cesar Gamboa ES	cluster school
22	Kathreen M. Calinsag	Sir Arthur Cooper ES	mother school
		Raynor Mesa ES	cluster school; with COS personnel
23	Nadine N. Puey	Hautea Elementary School	mother school
		Rufino T. Halipa Sr. ES	cluster school; with COS personnel

24	Rosita M. Almaras	Himogaan Baybay IS - Elem	mother school
		B. Mahilum ES	cluster school
		HBIS - B. Mahilum Ext.	cluster school
25	Angeline B. Leones	Himogaan Baybay IS (JHS & SHS)	mother school
26	Jade L. Vidal	Sagay NHS-Main	mother school
27	Lassy G. De Los Reyes	Eusebio Lopez Memorial IS	mother school
28	Denny M. Manglar	Sagay City Eco-Zone Farm Schl	mother school
29	Althessa Mae A. Jemar	Bato Central Elem. School	mother school
30	Lovely Shame J. Gabayeron	Lopez Jaena Elem. School	mother school
		Uychiat Elem. School	cluster school; with COS personnel
31	Raymond C. Casipong	Briones-Salcedo ES	mother school
		Campo Santiago ES	cluster school
32	Maricel M. Solitas	Maquiling Elem. School	mother school
		Campo Himogaan ES	cluster school
33	Dainielle J. Villanueva	Baviera Elementary School	mother school
		Patricio Baviera NHS	cluster school
34	Dunamis R. Ganancial	Macamilco Elem. School	mother school
		Maquiling Elem. School - Ext.	cluster school
35	Ramil Duerme	Melchor D. Salcedo ES	mother school
		Manara Elementary School	cluster school; with COS personnel
36	Viema Joy V. Denoy	Laon Elementary School	mother school
		Hamticon Elem. School	cluster school; with COS personnel
37	Sheena Tiguelo	Sherman Hill IS	mother school
		Pacol Elementary School	cluster school
38	Jay-Ann Aguirre	Serafin V. Aguilar IS	mother school
		Sewahon NHS	cluster school; with COS personnel
39	Mafe B. Jaranilla	Gloria Poblador NHS & SHS	mother school
40	Merianclaire Laurente	Colonia Divina IS	mother school
41	Kyrvilen Keevin C. Celeste	Cpo. Bago National HS	mother school
		Cpo. Bago NHS-Manara Ext.	cluster school