



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

APR 11 2025

**DIVISION MEMORANDUM**

No. 268, s. 2025

**APPROVED APPOINTMENTS FOR TEACHING, TEACHING-RELATED, SCHOOL ADMINISTRATION  
 AND NON-TEACHING PERSONNEL IN THE DIVISION OF SAGAY CITY FROM  
 JANUARY 2 - MARCH 27, 2025**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 All Others Concerned

1. To ensure transparency and improve personnel services, this Office disseminates the list of approved appointments for newly hired, promoted, and transferred teaching, teaching-related, school administration, and non-teaching personnel from January 2, 2025 to March 27, 2025.

2. The recruitment, selection, hiring, and promotion processes were conducted in compliance with the following guidelines:

- a. **MEC Order No. 10, s. 1979:** "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" for Master Teacher positions published before the issuance of DepEd Order No. 20, s. 2024
- b. **DepEd Order No. 66, s. 2007:** "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions" for higher teaching positions published before the issuance of DepEd Order No. 20, s. 2024
- c. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
- d. **DepEd Order No. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)
- e. **Division Memorandum No. 366, s. 2024:** "Call Up for Teachers Applying for Transfer of Station for SY 2024-2025" for teachers already in DepEd applying for transfer

3. It was ensured that in the conduct of the recruitment and selection processes there were no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

4. Immediate and wide dissemination of this memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



Enclosure : as stated  
 Reference : as stated  
 Allotment : N/A  
 No. of Pages : 3  
 To be indicated in the **Perpetual Index** under the following subjects:

**APPOINTMENT                      PERSONNEL                      POLICY**

FN: WEN-HRPERSONNEL/MEMOS/Turn Around Time



**Address:** Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
**Email Address:** [sagay.city001@deped.gov.ph](mailto:sagay.city001@deped.gov.ph)



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**Appointments Issued from January 2, 2025 to March 27, 2025**

Name	Position	Station	Nature of Appointment	Date of Appointment
Jerson A. Alcontin	Teacher I	AEMSES-SOF	Newly Hired	01/02/25
Rudy C. Alipin	Teacher I	Sagay City Farm School-Junior HS	Newly Hired	01/02/25
Mariane P. Lacuesta	School Principal I	Talusan ES	Promotion	01/02/25
Tisa L. Villaceran	School Principal I	Maquiling ES-Crossing Bago Extension	Promotion	01/02/25
Ryan C. Alvarez	School Principal I	Hautea ES	Promotion	01/02/25
Roberto A. Basas, Jr.	School Principal I	HBIS-Elementary	Promotion	01/02/25
Mansueto D. Aguipo, Jr.	School Principal I	Melchor D. Salcedo ES	Promotion	01/02/25
Ronel S. Malundo	Assistant School Principal II	Sagay City Senior High School	Promotion	01/02/25
Jerson F. Donasco	Assistant School Principal II	Sagay NHS-Senior HS	Promotion	01/02/25
Jerry C. Zaragoza	Assistant School Principal II	ELMIS-Senior HS	Promotion	01/02/25
Dorothy Joyce L. Edaño	Administrative Assistant III	OSDS-Budget	Promotion	01/02/25
Jean Marrie F. Beguas	Administrative Assistant III	OSDS-Personnel	Promotion	01/02/25
Analyn V. Batusbatusan	Administrative Assistant III	OSDS-District 3	Promotion	01/02/25
Raul A. De La Peña	Administrative Assistant III	OSDS-District 4	Promotion	01/02/25
Bonifacio B. Umadhay, Jr.	Administrative Assistant III	OSDS-District 6	Promotion	01/02/25
Gracelle P. Marticio	Administrative Assistant III	OSDS-District 7	Promotion	01/02/25
Rene G. Balolot	Administrative Assistant III	OSDS-District 9	Promotion	01/02/25
Cris-Ann B. Visitacion	Administrative Assistant III	Bulanon Farm School-Junior HS	Promotion	01/02/25
Shonielee O. Moraca	Administrative Assistant III	Vito NHS-Junior HS (from Senior HS)	Promotion/Transfer	01/02/25
Jeanelyn R. Villanueva	Master Teacher I	Lopez Jaena ES (from Raymundo Tupas ES)	Promotion/Transfer	01/10/25
Danilo V. Sumbi, Jr.	Teacher III	Sagay City Senior High School (from SNHS-SHS)	Promotion/Transfer	01/10/25
Daryl S. Melo	Teacher III	Sagay NHS-Junior HS (from Jesus Lizares NHS)	Promotion/Transfer	01/10/25
Rhea T. Prado	Teacher III	Sagay NHS-Junior HS (from Sagay City Senior HS)	Promotion/Transfer	01/10/25
Michael S. Paragoya	Administrative Officer II	ELMIS-Senior HS (from OSDS)	Promotion/Transfer	01/10/25
Danilo B. Aloquina, Jr.	Head Teacher II	Sagay NHS-Junior HS	Promotion	01/20/25
Nenita A. Logatiman	Head Teacher II	Briones-Salcedo ES	Promotion	01/20/25
Alquiver T. Tapia	Head Teacher I	Romeo V. Agustin ES (Hamticon ES)	Promotion	01/20/25
Brenda M. Español	Teacher III	Old Sagay ES	Promotion	01/20/25
Isaiah Jollens L. Gallo	Teacher III	ELMIS-Junior HS	Promotion	01/20/25
Gracelyn A. Capuras	Teacher I	Manara ES	Newly-Hired	01/21/25
Jee-Ann N. Labares	Teacher I	Sir Arthur Cooper Es	Newly-Hired	01/21/25
Gave Heart R. Salazar	Teacher I	Sherman Hill IS-Elementary	Newly-Hired	01/28/25
Jonathan P. De La Torre	Teacher I	Molocaboc II ES	Newly-Hired	01/28/25



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Maricel T. Jallores	Teacher I	Matabas ES	Newly-Hired	01/28/25
Jennifer L. Yap	Teacher I	Vito NHS-Junior HS	Newly-Hired	02/04/25
John Lyndel Alolon	Teacher II	Sagay NHS-Junior HS	Promotion	02/04/25
Christine H. Julom	Teacher III	Hautea ES	Promotion	02/05/25
Arma D. Depositari	Teacher II	Molocaboc IS-Junior HS	Promotion	02/05/25
Howard A. Araneta	Teacher II	Sagay NHS-Senior HS	Promotion	02/05/25
Cherry Ly C. Abrasado	Teacher II	Sagay City Farm School-Senior HS	Promotion	02/05/25
Cris Mary L. Requiron	Teacher II	Vito NHS-Senior HS (from Vito NHS-JHS)	Promotion	02/05/25
Brix John G. Daluyaya	Teacher I	Jesus Lizares National HS	Newly-Hired	02/07/25
Rusken B. Tan	Teacher I	Molocaboc IS-Elementary	Newly-Hired	02/11/25
Annie L. Duerme	Teacher I	Colonia Divina IS-Elementary	Newly-Hired	02/11/25
Michelle D. Magbanua	Teacher I	Sagay City Senior High School	Newly-Hired	02/11/25
Wela Jane G. Del Prado	Teacher I	ELMIS-Senior HS-Valeriana	Newly-Hired	02/11/25
Mary Lorraine A. Alvarez	Teacher I	ELMIS-Senior HS- Valeriana	Newly-Hired	02/11/25
Alma M. Mirasol	Chief Education Supervisor	Curriculum Implementation Division	Promotion	03/10/25
Junmarl B. Alconga	Senior Education Program Specialist	School Governance & Operations Division	Promotion	03/10/25
Jecen A. Despi	Senior Education Program Specialist	School Governance & Operations Division	Promotion	03/11/25
Ma. Leah Linda S. Tan	Administrative Officer V	OSDS-Budget	Promotion	03/11/25
Lorie Ann B. Pillepas	Teacher I	Molocaboc IS-Junior HS	Newly-Hired	03/11/25
Lenie O. Dequita	Teacher I	Vito NHS-Junior HS	Newly-Hired	03/25/25
Joe Arvy S. Natan	Head Teacher III	Manara ES	Promotion	03/25/25
Regielee C. Flores	Head Teacher III	Laon Es	Promotion	03/25/25
Jaypee E. Santillan	Head Teacher II	Suyac ES	Promotion	03/25/25
Roberto C. Flores, Jr.	Head Teacher I	Onofre Dela Paz ES	Promotion	03/25/25
Ramelo D. Lopez	Head Teacher I	Macamilco ES	Promotion	03/25/25
Glezel Grace S. Dolomente	Administrative Assistant II	OSDS-Accounting	Newly-Hired	03/25/25
Jennifer F. Bascar	Administrative Aide VI	OSDS-Cash	Newly-Hired	03/25/25
Manuel T. Mala-ay	Administrative Assistant II	Sagay NHS-Junior HS	Promotion	03/26/25
Shelalyn N. Sisican	Administrative Assistant II	Bulanon FS-Junior HS	Newly-Hired	03/26/25
Marilou Q. Millares	Administrative Assistant II	Vito NHS-Senior HS	Newly-Hired	03/26/25
Geraldo S. Panganiban	Administrative Assistant II	OSDS-District III	Newly-Hired	03/26/25
Junnalyn A. Castro	Administrative Assistant II	Vito NHS-Junior HS	Newly-Hired	03/26/25
Edwin B. Alay, Jr.	Administrative Assistant II	Serafin V. Aguilar IS	Newly-Hired	03/27/25
Jastine L. Villaceran	Administrative Assistant I	OSDS-Budget	Newly-Hired	03/27/25