



ACU-4530

Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

January 6, 2026

DIVISION MEMORANDUM

No. **006**, s. 2026

**RE-DISTRICTING OF SCHOOL ADMINISTRATIVE ASSISTANTS (ADAS)
UNDER THE NEW CLUSTERING SYSTEM OF SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of the new clustering system of schools within the Division, per issued Division Order No. 001, s.2025 dated November 7, 2025, this memorandum provides guidelines for the re-districting of all School Administrative Assistants (AdAs) affected by the restructuring of school districts.
2. The Division has re-clustered schools under the previous ten (10) District Offices into a new set of ten (10) Districts based on geographical proximity and barangay coverage. This operational strategy of the Division aligned with DepEd's mandate to strengthen school-based management and district-level supervision for effective delivery of education services.
3. This re-districting applies to all School Administrative Assistants (AdAs) assigned and/or assisting the schools' District Office affected by the new clustering system. All AdAs shall be reassigned and stationed to their respective new District Offices based on the updated clustering of schools. *See Annex A for the detailed Redistricting Assignments of AdAs.*
4. All Public School District Supervisors (PSDSs) are hereby directed to oversee and supervise the AdAs assisting the fiscal management of schools under their respective districts, ensure proper collaboration with schools for the provision of ICT needs and other supplies necessary for the performance of AdAs' task of assisting the preparation, review, and documentation of schools' financial reports and related transactions.



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity.001@deped.gov.ph



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5. The timekeeping and submission of Daily Time Records (DTR) of School Administrative Assistants (AdAs) assigned to District Offices shall be monitored by the Administrative Officer II of the respective District.
6. The re-districting shall take effect immediately upon issuance of this memorandum and shall remain in force for CY 2026 and succeeding years. Any concerns or clarifications regarding assignments shall be submitted in writing to the Division Office through the HR Unit within five (5) working days from the issuance of this memorandum.
7. The implementation of this Memorandum shall be carried out in a manner that upholds the principles of equity and inclusivity. No individual shall be subjected to discrimination based on age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that runs counter to the principles of equal opportunity.
8. Widest and immediate dissemination of, and strict compliance with, this Memorandum is hereby advised.

DANNIE CLARK M. UGUIL, CESE
OIC – Schools Division Superintendent



Encl: As stated
Reference: Division Order No. 001,s.2025
To be indicated in the Perpetual Index
under the following subjects:
memo

Accounting 1/6/2026



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Annex A
Redistricting Assignments of AdAs

		Position	Previous District / Station	New District Assignment - Station School
1	Jaypee Lobaton	AdAs III	District 1 - Jose B. Puey ES	District 1A - Jose B. Puey ES
	Joy Sarne Lobaton	AdAs II		
2	Gedion Barcelona	AdAs III	District 2 - Maria Lopez ES	District 2A - Maria Lopez ES
	Andrea Krisheen Alba	AdAs II		
3	Fatima Gomeri	AdAs III	District 3 - Bato Central ES	District 3B - Bato Central ES
	Gerardo Panganiban	AdAs II		
4	Raul Dela Peña	AdAs III	District 4 - Vito ES	District 1D - Vito ES
	Poplyn Andrin	AdAs II		
5	Ederlina Silvano	AdAs III	District 5 - Old Sagay ES	District 1B - Old Sagay ES
	Joy Pascual	AdAs II		
6	Cyrene Sayson	AdAs III	District 6 - Lopez Jaena ES	District 3A - Lopez Jaena ES
	Sam Durell Romo	AdAs II		
7	Dena Tejada	AdAs III	District 7 - Gil Lopez ES	District 2B - Eusebio Lopez ES
	Francis Pandanduyan	AdAs II		
8	John Jimenez	AdAs III	District 8 - Division Office	District 3D - Colonia Divina IS
9	Weenave Bedayos	AdAs III	District 9 - Division Office	
	Princess Estera	AdAs III	District 9 - Division Office	District 1C - Bulanon ES
10	Jolly Panganiban	AdAs III	District 10 - Division Office	District 3C - Maquiling ES
11	Gracelle Marticio	AdAs III	3 Farm Schools of SDO - Sagay City FS	4 Farm Schools of SDO - Sagay City FS

JM



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