



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF GINGOOG CITY

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Division Memorandum


No. 093 s. 2018

DEPARTMENT OF EDUCATION
DIVISION OF GINGOOG CITY

RELEASED

BY [Signature]
DATE 03-15-19 TIME: 4:40

To : Assistant Schools Division Superintendent
CID Chief, SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Schools Heads, Elementary and Secondary
Non-Teaching Personnel
This Division

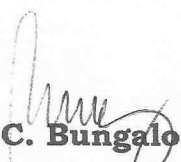
From : 
OLGA C. ALONSABE, Ph. D.
OIC-Schools Division Superintendent

Date : March 15, 2019

Re : **School and District Administrative Assistants: Report to the
Division Office**

1. As stated on *DepEd Order No. 25, s. 2018 (School Calendar for School Year 2018-2019)*, School Year 2018-2019 will formally “end on Friday, April 5, 2019.” In this regard, the Division Administrative Officer IV – HR requires all School and District Administrative Assistants (Ad. As.) to report to the Division Office from April 7, 2019 to May 31, 2019.
2. However, ***district or school activities must be a priority***. The Ad. As. will report to the field when the district supervisor or school head requires them.
3. Attached is a list of field-based Ad. As. with their respective section assignments. For more clarification, please approach Mr. Jasper C. Bungalon, Administrative Officer IV – HR.
4. For wide dissemination and compliance.

1	Lagumbay, Julius D.	⇒ Cashier Section
2	Gorro, Kerry Allyne T.	⇒ SGOD
3	Oding, Jamalea M.	⇒ SGOD
4	Madroña, Jo Anne G.	⇒ SGOD
5	Baraquia, Genelie T.	⇒ SGOD
6	Uba, Noreno	⇒ Accounting Section
7	Tapar, Sieva T.	⇒ Accounting Section
8	Tanio, Lulette B.	⇒ Accounting Section
9	Bungalon, Donnabelle L.	⇒ Records Section
10	Ramirez, Neliza T.	⇒ HR/Personnel Section
11	Tanasas, Wilma E.	⇒ HR/Personnel Section
12	Salingay, Ronel Joseph	⇒ HR/Personnel Section
13	Estrosos, Edmon Chris	⇒ Supply Section
14	Brodith, Rommil P.	⇒ Supply Section
15	Talja, Melissa A.	⇒ AO V - HR
16	Calingin, Grace B.	⇒ AO V - HR
17	Sala, Juvi	⇒ CID
18	Lim, Jennifer	⇒ CID
19	Labastida, Ruvie Anna	⇒ CID
20	San Sebastian, Charles Ian	⇒ HR/Personnel Section - Payroll

By:  **Jasper C. Bungalon**
 Administrative Office IV - HR