



July 10, 2020

RELEASED

DATE: 10 JUL 2020

DIVISION MEMORANDUM

NO. 145, s. 2020

REASSIGNMENT OF ADMINISTRATIVE AIDES AND ADMINISTRATIVE ASSISTANTS

To: All Administrative Assistants, Administrative Aides, Schools Heads and Section Chiefs
This Division

1. Pursuant to Rule XVII Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws provides that shifting of work schedule is allowed when necessary by the work of a particular agency or if it is "in the exigency of service".
2. To streamline the finance division, administrative assistants and administrative aides are reassigned to the usual place of work where the position and its parenthetical title is intended as reflected in the appointment and as specified in the plantilla in this Division.
3. Further, this reassignment does not involve a reduction in rank, status or salary and does not require the issuance of an appointment as cited in Rule VII Section 10 of the Civil Service Laws.
4. Thus, the concerned personnel are advised to turn over all accountabilities and submit clearance to this Office before assumption of duties to the new station. Attached is the list of the affected personnel with corresponding functions.
5. Immediate dissemination of this Memorandum is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

MTA-MEM-2020-006
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Enclosure No. 1 of Division Memorandum No. 145, s. 2020

No.	Name of Personnel	Position	Duties & Functions
1	Joel C. Cagaanan	Administrative Aide VI	1. Maintain an organization's institutional memory through record-keeping
2	Reynato T. Troniado		2. Coordinate and maintain files and indexes in the school / office.
3	Rowena B. Sumagang		3. Assist with an office's daily clerical and logistical needs, such as answering phones, copying file, responding emails, curating schedules, and assisting visitors.
4	Jocelyn P. Dimpaso		
5	Delilah L. Laping		
6	Mary Grace B. Macas	Administrative Assistant II	1. Perform accounting and clerical functions to support supervisors;
7	Reabelle Anne I. Huertas		2. Compile and sort invoices and checks;
8	Anna Lou B. Flores		3. Maintenance of general and subsidiary ledgers per account;
			4. Prepare the budgetary, financial and accountability reports;
			5. Record business transactions and key daily worksheets to the general ledger system;
			6. Support accounting personnel;
		7. Facilitate in the processing and releasing of personnel benefits;	
		8. Compile and maintain accurate and complete records and reports;	
		9. Transmit to COA the Schools Financial Reports, Financial Records and Disbursement Vouchers and other reports/documents as may be deemed necessary;	
		10. Prepare funding requests, accountability reports and submit the same to DepEd Regional Office, Department of Budget and Management (DBM) and oversight government committee.	
		11. Do other related tasks assigned from time to time.	

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9	Marilou N. Calonsag	Administrative Assistant III	1. Prepare and maintain the registries of allotments and obligations;
10	Elisa E. Gomez		2. Prepare the financial statements and supporting schedules of the school,
11	Nelia B. Claro		3. Maintenance of general and subsidiary ledgers per account;
12	Lovely Marygold A. Calatrava		4. Prepare the budgetary, financial and accountability reports;
			5. Analyze COA audit findings and recommendations as well as direct control on monitoring of its status of compliance undertaken by the school;
			6. Pre-audit of financial documents (disbursement vouchers, liquidation reports, etc.);
			7. Facilitate in the processing and releasing of personnel benefits;
			8. Reconcile plantilla of position and regular payroll of the school;
			9. Prepare remittances of taxes, premium and contributions of GOCCs;
			10. Transmit to COA the Schools Financial Reports, Financial Records and Disbursement Vouchers and other reports/documents as may be deemed necessary;
			11. Prepare funding requests, accountability reports and submit the same to DepED Regional Office, Department of Budget and Management (DBM) and oversight government committee.
			12. Do other related tasks assigned from time to time.

