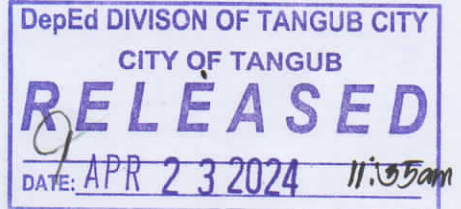




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



April 22, 2024

DIVISION MEMORANDUM

No. 163, s.2024

**DEPLOYMENT OF ADMINISTRATIVE ASSISTANT II AND
ADMINISTRATIVE ASSISTANT III**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Administrative Assistant II and Administrative Assistant III
Elementary/Secondary School Heads
All other concerned

1. Pursuant to the implementation of DepEd Order 002 s. 2024 entitled **"IMMEDIATE REMOVAL OF ADMINISTRATIVE TASK FOR PUBLIC SCHOOL TEACHERS"** this Office informs the field of the updated school assignments of Administrative Assistant II and Administrative Assistant III which will take effect on **April 22, 2024**, giving a great emphasis on efficiency in the delivery of its services and ensuring that the said positions are performing its tasks effectively.
2. Attached is the updated school clustering of ADAS II and ADAS III. (Attachment No. 1)
3. You shall clear yourself from reports, monetary and property responsibilities and accountabilities in your previous station.
4. Immediate and wide dissemination of this Memorandum is desired.


SHAMBAEH A. ABANTAS-USMAN, Ph.D., CESO VI
Schools Division Superintendent

CLUSTERING OF SCHOOLS FOR FIELD ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III

| ASSIGNED ADAS II | SCHOOLS | ASSIGNED ADAS III |
|----------------------------|--------------------------------------|-------------------------|
| AILMAE GALARIANA | LUMBAN ES | RUCHEL BOLANO |
| | KAUSWAGAN | RUCHEL BOLANO |
| | SDO-ACCOUNTING OFFICE - PRE-AUDIT TL | |
| ABIGAIL M. DAYONDON | POLAO I.S | RUCHEL BOLANO |
| | KIMAT E.S | REY MANLANGIT |
| | BALUC E.S | REY MANLANGIT |
| | MANGA E.S | RUCHEL BOLANO |
| JULIE FE TUMILAP | PANGABUAN IS | SHERLY AMEMONG |
| | LTMCS | SHERLY AMEMONG |
| | BOCATOR E.S | SHERLY AMEMONG |
| | SAN VICENTE ES | JANREY ARABEJO |
| ERLA FUENTES | BANGLAY NHS | JEREM CANDANO |
| | BANGLAY ES | JEREM CANDANO |
| | VILLABA ES | JEREM CANDANO |
| CHEMARSELIN PABOTOY | LABUYO ES | ELISA GOMEZ |
| | SDO-ACCOUNTING OFFICE - PRE-AUDIT TL | |
| | GARANG ES | ELISA GOMEZ |
| SHEILA ACASIO | SAN APO ES | ELISA GOMEZ |
| | PANALSALAN ES | RODREGO TELMO |
| | SDO-ACCOUNTING OFFICE - PRE-AUDIT TL | |
| AIREL OYAO | VIDASTO CARRILLO MES | JANREY ARABEJO |
| | PRENZA ES | REY MANLANGIT |
| | SDO-ACCOUNTING OFFICE - PRE-AUDIT TL | |
| MARICEL LAMPERA | SAN ANTONIO ES | JANREY ARABEJO |
| | MATUGNAO ES | REY MANLANGIT |
| | SDO | |
| HAROLD CANETE | SILANGIT NHS | JEREM CANDANO |
| | KAMPIT PS | ANGELITA CATIPAY |
| | SILANGIT ES | ANGELITA CATIPAY |
| | MATHS | RUCHEL BOLANO |
| KAREN RESURRECCION | STA. MARIA NHS | JULIE UNGAB |
| | STA. MARIA CS | ANGELITA CATIPAY |
| | BITOON PS | ANGELITA CATIPAY |
| | BRGY TRES ES | RODREGO TELMO |

| | | |
|-----------------------------|--------------------|--------------------|
| ROCKCIDELLE APAT | CANIANGAN NHS | AMIE FEL GALARIANA |
| | BONGABONG ES | JAIREN PATULADA |
| | TAGUITE ES | AMIE FEL GALARIANA |
| | TUMATYAG PS | ELISA GOMEZ |
| TIFFANY ANNE COMEDOY | PAITON IS | AMIE FEL GALARIANA |
| | SICOT ES | AMIE FEL GALARIANA |
| | GUINABOT ES | AMIE FEL GALARIANA |
| | GUINALABAN | ELISA GOMEZ |
| MILDRED PEREZ | MAQUILAOI IS | JULIE UNGAB |
| | CAPALARAN ES | ANGELITA CATIPAY |
| | BALATACAN BEACH PS | SHERLY AMEMONG |
| | STA. CRUZ ES | RODREGO TELMO |
| ALICE TRONIADO | KATAGAN ES | MARILOU CALONSAG |
| | AQUINO ES | MARILOU CALONSAG |
| | TCCS | MARILOU CALONSAG |
| | STO. NINO ES | MARILOU CALONSAG |
| JOY DATOY | MALORO IS | MARILOU CALONSAG |
| | ISIDRO D. TAN ES | JULIE UNGAB |
| | SILANGA ES | JULIE UNGAB |
| | MINSUBONG ES | JULIE UNGAB |
| RODOLFO GERALDIZO | BINTANA IS | JEREM CANDANO |
| | TITURON ES | JAIREN PATULADA |
| | HOYOHOY ES | JAIREN PATULADA |
| | CAPALARAN WEST ES | JAIREN PATULADA |
| JENNYLIE MANGUBAT | SIMASAY NHS | JANREY ARABEJO |
| | SIMASAY ES | JANREY ARABEJO |
| | OWAYAN ES | REY MANLANGIT |
| | BALATACAN ES | SHERLY AMEMONG |
| MAIDELLIN BANTILAN | LORENZO TAN NHS | RODREGO TELMO |
| | BONGABONG NHS | JAIREN PATULADA |
| | TUGAS ES | NELIA CLARO |
| | PANGABUAN BEACH ES | NELIA CLARO |
| HERVIVONIE OLING | TCNHS | CHERLYN URBANO |
| | SUMIRAP NHS | NELIA CLARO |
| | SALIMPUNO ES | NELIA CLARO |
| | SUMIRAP CS | NELIA CLARO |