



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF DAVAO DEL NORTE

RECORDS SECTION  
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Office of the Schools Division Superintendent

May 24, 2022

Division Memorandum  
 No. 661, s. 2022

**BRIEFING AND ORIENTATION ON THE JOB FUNCTIONS OF NEWLY INSTALLED ADMINISTRATIVE OFFICER II FOR ELEMENTARY SCHOOLS AND PERSONNEL IN-CHARGE FOR SECONDARY SCHOOLS**

To: Section Heads  
 All Public Schools District Supervisor  
 All Elementary School Heads  
 All Concerned Personnel

- Please be informed that there will be a Briefing and Orientation on the Job Functions of Newly Installed Administrative Officer II for Elementary Schools and Personnel In-Charge for Secondary Schools on May 26, 2022, 8:00 in the morning at Miko's Brew, Apokon, Tagum City.
- Listed below are the name of participants:

	NAME	GENDER	POSITION	SECTION/STATION
1	ROSALINDA N. DIONIO	Female	Administrative Officer V	Administrative
2	LILLI ANN R. SIASON	Female	Administrative Officer V	Budget
3	ROCHELLE G. OPIANA	Male	Administrative Officer IV	Personnel
4	MA. LOURDES M. QUESADA	Female	Accountant III	Accounting
5	JAYSON J. JUMANGIT	Male	Administrative Officer IV	Records
6	ALDRIN S. GEVILA	Male	Administrative Officer IV	Supply
7	ROMA Q. BERJA	Female	Administrative Officer II	PSU
8	JOANNA MARI C. BORBON	Female	Administrative Officer II	Personnel
9	JUN REY A. JIMENA	Male	Administrative Officer II	Personnel
10	MARY GRACE B. BAJADE	Female	Administrative Officer II	Personnel
11	JESSA MAE C. TABALANZA	Female	Administrative Officer II	Cambanogoy Central Elementary School
12	GILBEN K. BODIONGAN	Male	Administrative Officer II	Magatos Integrated School
13	ALBERT E. JUGARAP	Male	Administrative Officer II	Katipunan Elementary School
14	ANALYN C. ALDAY	Female	Administrative Officer II	Carmen Central Elementary School SpEd Center
15	JONATHAN C. NACIS	Male	Administrative Officer II	Magsaysay Elementary School
16	MARY-ANN J. CAGALAWAN	Female	Administrative Officer II	Sto. Niño Elementary School
17	LORELYN P. DEPRA	Female	Administrative Officer II	Alejal Elementary School
18	JANET A. AGREDA	Female	Administrative Officer II	Tubod Elementary School
19	LILET Y. PABILLORE	Female	Administrative Officer II	Tanglaw Elementary School
20	LORINA D. SAMAR	Female	Administrative Officer II	Maniki Central Elementary School SpED Center
21	SHIRA A. WAING	Female	Administrative Officer II	Clementa F. Royo Elementary School
22	MARIFE B. ILAGAN	Female	Administrative Officer II	Sampao Integrated School





23	HELEN C. ANG	Female	Administrative Officer II	Luna Elementary School
24	ANNIE LOU R. NAMOC	Female	Administrative Officer II	Marcos P. Estoque Elementary School
25	MARIVIC S. BACO	Female	Administrative Officer II	New Corella Central Elementary School
26	JELLEAN L. ERBITO	Female	Administrative Officer II	Sawata Ernandcor Central Elementary School
27	LEILANI M. CASILIN	Female	Administrative Officer II	Salvacion Elementary School
28	ROWENA S. SORROSA	Female	Administrative Officer II	La Libertad Elementary School
29	KAREN SOL C. MALLORCA	Female	Administrative Officer II	Nafco Central Elementary School
30	SHEELA T. SILVA	Female	Administrative Officer II	Kinamayan Integrated School
31	ANALOU S. PARALDO	Female	Administrative Officer II	Kimamon Elementary School
32	ALVIN L. BORAG	Male	Administrative Officer II	Lunga-og Elementary School
33	SARAH JANE P. CABUGA	Female	Administrative Officer II	Balagunan Elementary School
34	ROWENA A. BAGONGON	Female	Administrative Officer II	New Katipunan Elementary School
35	JOLLYVEE L. MORTERA	Female	Administrative Officer II	Sto. Tomas Central Elementary School
36	JAMES VINCENT A. BACUS	Male	Administrative Officer II	Sto. Niño Central Elementary School
37	NOEMI D. ESPONILLA	Female	Administrative Officer II	New Cortez Elementary School
38	RONAFE M. SABEJON	Female	Administrative Officer II	Casig-ang Elementary School
39	JENNY M. QUIÑO	Female	Administrative Officer II	Manguangan Integrated School
40	IRIS A. CASTRO	Female	Administrative Officer II	Naseco Integrated School
41	XINETTE JOY BESINGA	Female	Administrative Officer II	Cabayangan Elementary School
42	ANA LOU C. HENOBIAGON	Female	Administrative Officer II	Lumabag Is
43	JANE ROSE A. LOZANO	Female	Administrative Officer II	Tibucag Integrated School
44	GERALDINE N. IRAN	Female	Administrative Officer II	Butay Integrated School
45	ELISA D. RESMA	Female	Administrative Officer II	Pinta Sabarat Elementary School
46	ANNA MAE M. QUIAMCO	Female	Administrative Officer II	Limbaan Elementary School
47	JACKY LOU ANTOLIN	Female	Administrative Assistant III	Mesaoy Elementary School
48	ROGIE NEIL N. TASAN	Male	Administrative Assistant II	Sonlon NHS
49	NICO REY D. TIEMPO	Male	Administrative Assistant II	Tanglaw NHS
50	RAY CHERRY HILL GUMAPIT	Female	Administrative Assistant II	La Libertad NHS
51	MARY JOAN JADRAQUE	Female	Administrative Assistant II	Marsman NHS
52	ALJANE B. QUILLA	Female	Administrative Assistant II	Mabantao NHS
53	LORIE BABE R. AMPIT	Female	Administrative Assistant II	Datu Jose Libayao MNHS
54	JAMES ROI B. ANDRES	Male	Administrative Assistant II	Limbaan NHS
55	CRISTINE MAE S. LIMOSNERO	Female	Administrative Assistant II	Asuncion District
56	JENNIFER M. BALINO	Female	Administrative Assistant II	Carmen District
57	JANNEL EL D. VALAD-ON	Male	Administrative Assistant II	Talaingod District
58	RHEA JOY C. TRANGIA	Female	Administrative Assistant II	Sto. Tomas West District
59	DONDILLE A. ALAYON	Female	Administrative Assistant II	San Isidro District
60	CLARISH G. ABULENCIA	Female	Administrative Assistant II	Langilan District

3. It is expected by this Office that the prescribed restrictions against COVID-19 shall be strictly complied.
4. The facilitators adhere to the existing general policy of no discrimination based gender identity, sexual orientation, disabilities, religion and/or indigenous group membership and will observe the minimum health protocols in the duration of the activity.
5. Immediate dissemination of this memorandum is earnestly desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

For The Schools Division Superintendent  
*Rebecca C. Sagot*  
**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent

