



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2020-CID- 065

TO : **Dr. Beatriz C. Luga, Chief Education Supervisor**
Dr. John Ariel A. Lagura - Chief Education Supervisor
Dr. Aquilino T. Milar, Jr. - Administrative Officer V
(Mrs.) Marife C. Rallos - Administrative Officer IV
(Mrs.) Jocelyn P. Cutin - Administrative Officer IV
(Mrs.) Juanita C. Lafuente - Principal II, Tagb. City Central ES
Dr. Elisa B. Geagonia - Principal II, Cogon ES
Dr. Basilides M. Sempron - Principal II, Manga ES
Dr. Ma. Antonette P. Dugang - Principal II, City East ES
(Mrs.) Evangeline I. Canda - Principal II, Ubujan ES
(Mrs.) Concepcion I. Gallentes - Principa I, Dao ES
(Mrs.) Grace A. Rios
Miss Retchel T. Sumampong
(Mrs.) Gina E. Gamao
Ms. Raquel M. Arabaca
Miss Marycel A. Diacamos
Ms. Aireen T. Ciruela

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *J*

SUBJECT : **DEPLOYMENT OF THE ADMINISTRATIVE OFFICER II ITEMS FOR
ELEMENTARY SCHOOLS**

DATE : **October 15, 2020**

1. The Department of Education recognizes the need for additional non-teaching personnel at the school level in order to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process. This is anchored on the preliminary results of the Teacher Workload Study, consistent with the findings of external studies, and further validated during the series of workshops on School-centered Organizational Review and Alignment.
2. The approved Administrative Officer II position shall perform functions related to human resource management and supply management, equivalent to the responsibilities of the parenthetical positions of Human Resource Management Officer I and Supply Officer I/Property Custodian, One item is intended for each medium, large and very large elementary school.
3. To ensure the smooth implementation of these newly created items at the schools, a conference is called on **Monday, October 19, 2020 at Tagbilatran City Central Elementary School at One o'clock in the afternoon.**
4. Immediate dissemination of, and compliance with this Memorandum is directed.

JIAL/MKP/OSDS/jaal



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph