



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-OSDS- 069

TO : **Dr. John Ariel A. Lagura – Chief Education Supervisor**
Dr. Beatriz C. Luga – 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
Miss Maurine C. Castaño – Principal III, Dr. C. Putong NHS
Mr. Justino M. Canda – Principal II, Tagb. City Science HS
(Mrs.) Grace Marie L. Campos – Principal I, Manga NHS
(Mrs.) Ma. Dolores T. Dahab – Principal I, Cogon HS Evening Class
Mr. Jenelou John F. Israel – Principal I, San Isidro NHS
(Mrs.) Corazon H. Samuya – Principal I, Mansasa NHS
Mr. Ralp R. Botero – Administrative Assistant II
(Mrs.) Helen B. Chatto – Administrative Assistant II
Ms. Mary Melody A. Gutierrez – Administrative Assistant II
(Mrs.) Jualey D. Misa – Administrative Assistant II
Miss Antonette Oguis – Administrative Assistant II
(Mrs.) Ma. Camille Q. Ranico – Administrative Assistant II
Miss Margarita L. Tejano – Administrative Assistant II
(Mrs.) Maria Flores P. Veloso – Administrative Assistant II

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

SUBJECT : **DEPLOYMENT OF THE ADMINISTRATIVE ASSISTANT II ITEMS
FOR SECONDARY SCHOOLS**

DATE : **November 3, 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 Assistant II position shall perform the following functions:
 - a. provides administrative and clerical support to his/her Principal;
 - b. may be designated to assist either the Principal or any of the Assistant Principal;



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

- c. may also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
 - d. reports to the Assistant Principal for Operations and Learner Support and / or Principal.
3. To ensure the smooth implementation of these items at the schools, a conference is called on **Monday, November 9, 2020 at Dr. Cecilio Putong National High School at one o'clock in the afternoon.**
4. Immediate dissemination of, and compliance with this Memorandum is directed.