



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

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. *120*, s. 2022

March 9, 2022

**ORIENTATION ON THE ROLES, DUTIES, AND  
FUNCTIONS OF NEWLY-HIRED ADMINISTRATIVE OFFICERS II  
AND NON-IU SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
Division Chiefs, CID and SGOD  
Division Administrative Personnel  
Division Accounting & Budget Personnel  
Division Cash & Supply Personnel  
Non-Implementing Unit School Principals  
Administrative Officers II

1. In pursuance to RA 6713 and RA 11032, this Office hereby announces the conduct of orientation on the roles, duties, and functions of newly-hired Administrative Officers II and School Principals of Non-Implementing Units (17 Elementary schools and 2 Secondary schools), which shall be held on April 19 – 21, 2022. Venue will be announced later.
2. The activity aims to equip the newly-hired Administrative Officers II and School Principals of Non-Implementing Units with knowledge, skills and attitudes necessary in the successful implementation of the programs and projects of the Department of Education. This is designed to capacitate the said Personnel on their roles, duties and functions and all other administrative matters.
3. List of specific participants to this activity is enclosed herewith.
4. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to usual auditing rules and regulations.
5. For widest dissemination and information to all concerned.

*Joseph Irwin A. Lagura*  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/afvp



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**List of Participants in the Conduct of Orientation on the Roles, Duties, and Functions of Newly-Hired Administrative Officers II and School Principals of Non-Implementing Units**

	<i>Schools Division Superintendent</i>	
1	<b>Dr. Joseph Irwin A. Lagura</b>	
	<i>Assistant Schools Division Superintendent</i>	
2	<b>Dr. Casiana P. Caberte</b>	
	<i>Chief, Curriculum Implementation Division</i>	
3	<b>Dr. John Ariel A. Lagura</b>	
	<i>Chief, School Governance and Operations Division</i>	
4	<b>Dr. Beatriz C. Luga</b>	
	<i>School Principals of Non-Implementing Units</i>	
5	<b>Eufe Rhoda R. Galon</b>	(Bool ES)
6	<b>Marilyn M. Goti-ay</b>	(Booy ES)
7	<b>Maria Rachel S. Omasas</b>	(Booy South ES)
8	<b>Alberto L. Tibod Jr.</b>	(Cabawan ES)
9	<b>Clementina A. Gamil</b>	(City East ES)
10	<b>Dr. Basilides M. Sempron</b>	(Cogon ES)
11	<b>Lorelei G. Anore</b>	(Dampas ES)
12	<b>Maria Chona B. Roxas</b>	(Dao ES)
13	<b>Concepcion I. Gallented</b>	(Eastern Cogon ES)
14	<b>Juanita C. Lafuente</b>	(Manga ES)
15	<b>Proserpina A. Doroy</b>	(Mansasa ES)
16	<b>Ma. Dioscora H. Sayon</b>	(San Isidro ES)
17	<b>Dr. Ma. Antonette P. Dugang</b>	(Tagbilaran City Central ES)
18	<b>Maria Flor C. Getigan</b>	(TCCE-SPED)
19	<b>Eldiebrando S. Correa</b>	(Taloto ES)
20	<b>Ma. Dulce Alma A. Lopus</b>	(Tiptip ES)
21	<b>Marcelino B. Pelin</b>	(Ubujan ES)
22	<b>Jenelou John F. Israel</b>	(San Isidro NHS)
23	<b>Rizalina G. Peligro</b>	(Tagbilaran HS Hearing Impaired)
	<i>School Administrative Officers II</i>	
24	<b>Jennifer B. Sarigumba</b>	
25	<b>Mary Melody A. Gutierrez</b>	
26	<b>Easter Sunday P. Muyco</b>	
27	<b>Dinah A. Bustamante</b>	
28	<b>Raquel M. Arabaca</b>	
29	<b>Grace A. Rios</b>	
30	<b>Marecyl D. Mar</b>	
31	<b>Aireen T. Ciruela</b>	
32	<b>Ananias J. Sumaylo</b>	
33	<b>Ellen S. Cesar</b>	

34	<b>Gina E. Gamao</b>
35	<b>Retchel T. Sumampong</b>
36	<b>Ruben C. Lorejo</b>
	<i>Division Administrative Personnel</i>
37	<b>Dr. Aquilino T. Milar Jr.</b>
38	<b>Engr. Junicel T. Mancha</b>
39	<b>Bernadito T. Taguisa</b>
40	<b>Jocelyn P. Cutin</b>
41	<b>Brendalou D. Arancana</b>
42	<b>Joanalli R. Operiano</b>
	<i>Division Accounting &amp; Budget Personnel</i>
43	<b>Michelle T. Sagaral CPA, MM</b>
44	<b>Julie Ann Kristie A. Redillas</b>
45	<b>Christian John L. Capon</b>
46	<b>Rosalie A. Tambis</b>
47	<b>Mairlou C. Bedrijo</b>
48	<b>Angeli Faith V. Pascual</b>
	<i>Division Cash &amp; Supply Personnel</i>
49	<b>Marife C. Rallos</b>
50	<b>Fairy Ann C. Babaison</b>
51	<b>Japhet A. Revereal</b>