



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

22
 DIVISION OF CAGAYAN DE ORO CITY
RELEASED
 DATE: JAN 25 2024

Office of the Schools Division Superintendent

MEMORANDUM

TO : CHARMAINE QUILALA PAURILLO Administrative Assistant II
 DHIANARA UY TANCONGCO Administrative Assistant II
 FEROSCHEL PETALCURIN ABOT Administrative Assistant II
 GLYNNIS ABEJO SOLIS Administrative Assistant II
 GRAZEL BRAVO GALLARDO Administrative Assistant II
 JANYLL ROCHELLE SIJO DELA CRUZ Administrative Assistant II
 RACQUEL CANCELER OBEMIO Administrative Assistant II
 ROCHEL MACABINLAR Administrative Assistant II
 AMOR MIA CERIALES OLIQUIANO Administrative Assistant III
 ANNA MARIE LAJERA LABIAL Administrative Assistant III
 KAREN BERNADETTE BAYSA BORRES Administrative Assistant III
 KENT IAN PAJA COLITA Administrative Assistant III
 LUCILDA DE LA ISLA GAPE Administrative Assistant III
 SHAJARA WHAVE AZARCON USON Administrative Assistant III

THRU : The School Heads

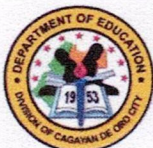
FROM : ROY ANGELO E. GAZO
 Schools Division Superintendent

SUBJECT : ADDITIONAL SCHOOL ASSIGNMENT AS ADAS II or ADAS III

DATE : January 25, 2024

1. In the exigency of service, the following ADAS are advised for their additional School Assignments effective immediately:

School Name	From	To	Duties and Responsibilities
Agusan Elementary School	IAN HERRERO SUSVILLA	KENT IAN PAJA COLITA	Administrative Assistant III (Senior Bookkeeper)
Baikiong Elementary School	KRISTIAN WILFRELYN DALO MADRIA	SHAJARA WHAVE AZARCON USON	Administrative Assistant III (Senior Bookkeeper)
	GINALYN QUIRINO CABALLERO	DHIANARA UY TANCONGCO	Administrative Assistant II (Disbursing Officer)
Balubal Elementary School	IAN HERRERO SUSVILLA	KENT IAN PAJA COLITA	Administrative Assistant III (Senior Bookkeeper)
Balubal National High School	IAN HERRERO SUSVILLA	KENT IAN PAJA COLITA	Administrative Assistant III (Senior Bookkeeper)
	GEMMA JANOPLO BARATA	GLYNNIS ABEJO SOLIS	Administrative Assistant II (Disbursing Officer)
Bugo Central School	GEMMA JANOPLO BARATA	GLYNNIS ABEJO SOLIS	Administrative Assistant II (Disbursing Officer)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

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Email Address: cagayandeoro.city@deped.gov.ph

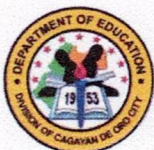


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School Name	From	To	Duties and Responsibilities
Bulao Elementary School	KRISTIAN WILFRELYN DALO MADRIA	SHAJARA WHAVE AZARCON USON	Administrative Assistant III (Senior Bookkeeper)
	GINALYN QUIRINO CABALLERO	DHIANARA UY TANCONGCO	Administrative Assistant II (Disbursing Officer)
Camaman-an National High School	FAITH CABARABAN CADAIVOS	JANYLL ROCHELLE SIJO DELA CRUZ	Administrative Assistant II (Disbursing Officer)
Carmen National High School (Macanhan NHS)	DAISY LABOR BALACUIT	RACQUEL CANCELER OBEMIO	Administrative Assistant II (Disbursing Officer)
Dunggoan Integrated School	ANGELA VINCENT AROCHA TORRES	ROCHEL MACABINLAR	Administrative Assistant II (Disbursing Officer)
Kauswagan National High School	MARICEL BEDUYA ESPIRITU	FEROSECHEL PETALCURIN ABOT	Administrative Assistant II (Disbursing Officer)
Linangohan Elementary School	IAN HERRERO SUSVILLA	ANNA MARIE LAJERA LABIAL	Administrative Assistant III (Senior Bookkeeper)
Pagalungan National High School	CLARISA LOQUILLANO PALAFOX	LUCILDA DE LA ISLA GAPE	Administrative Assistant III (Senior Bookkeeper)
Pagatpat Elementary School	KRISTIAN WILFRELYN DALO MADRIA	AMOR MIA CERIALES OLIQUIANO	Administrative Assistant III (Senior Bookkeeper)
Palalan Integrated School	IAN HERRERO SUSVILLA	KENT IAN PAJA COLITA	Administrative Assistant III (Senior Bookkeeper)
Puerto Elementary School	IAN HERRERO SUSVILLA	KAREN BERNADETTE BAYSA BORRES	Administrative Assistant III (Senior Bookkeeper)
Tablon Elementary School	IAN HERRERO SUSVILLA	ANNA MARIE LAJERA LABIAL	Administrative Assistant III (Senior Bookkeeper)
Taglimao Elementary School	QUEENIE COMPLEDO RAMERI	GRAZEL BRAVO GALLARDO	Administrative Assistant II (Disbursing Officer)
Taglimao National High School	QUEENIE COMPLEDO RAMERI	CHARMAINE QUILALA PAURILLO	Administrative Assistant II (Disbursing Officer)
Taglimao National High School - Besigan Annex	ANGELA VINCENT AROCHA TORRES	CHARMAINE QUILALA PAURILLO	Administrative Assistant II (Disbursing Officer)

- The ADAS concerned are directed to coordinate to the respective School Head regarding this matter.
- Ensure that Fidelity Bond is active and that money and property accountabilities (**Updated CDR/ Report of Checks Issued/ Updated Bank Reconciliation/ MOOE Liquidation**) are properly turned-over.
- For information and strict compliance.



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