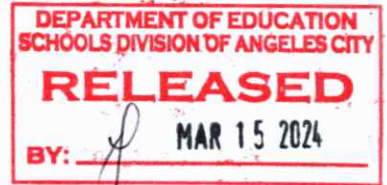




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



13 Mar 2024

DIVISION MEMORANDUM

No. 124, s. 2024

IMPLEMENTATION ON THE IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS PURSUANT TO DEPED ORDER NO. 2, S. 2024

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to inform all concerned personnel about the recent release of the Department of Education (DepEd) Order No. 2, s. 2024, entitled "Immediate Removal of Administrative Tasks of Public School Teachers." The purpose of this order is to alleviate the administrative burden on public school teachers and enhance their focus on core teaching responsibilities.
2. To ensure the successful implementation of the said Order, and in coordination with the Chief of Curriculum Implementation Division (CID), Chief of School Governance and Operations Division (SGOD), Accountant III, Administrative Officer V and Administrative Officer IV (HRMO), the administrative tasks currently assigned to public school teachers were identified and eliminated. The support mechanism within the schools was established and the administrative tasks were also identified and redistributed to the school's non-teaching personnel (Administrative Officers II, Project Development Officers I and Administrative Assistants II and III).
3. To provide support and manpower to all public schools, school assignments and administrative tasks assigned to non-teaching personnel are listed in Enclosure No.1.
4. *Immediate and wide dissemination of this memorandum is desired.*

ENGR. EDGARD C. DOMINGO PhD, CESO V ^{nb}
Schools Division Superintendent

Reference: DepEd Order 02, s.2024

To be indicated in the Perpetual Index under the following subjects:

ASSIGNMENT COMMUNICATIONS

CLM/AO4/March 13, 2024



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No.	NAME OF PERSONNEL	POSITION	SCHOOL ASSIGNMENT
1	Timpug, Lucila	AO II	DAMIS SAN IGNACIO
2	Alcejera, Jayralf	AO II	CUAYAN ES
3	Alegre, Joseph	AO II	ACNHS SHS
4	Batir, Maria Ly-ann	AO II	MNEPO ES
5	Bautista, Sam Joshua	AO II	MIS
6	Cabrera, Adrian Allen	AO II	BVRHS SHS
7	Cabuyao, Mary Grace	AO II	CUTCUT ES
8	Cadag, Genesis	AO II	SAPALIBUTAD ES
9	Capati, Edna	AO II	SALAPUNGAN ES
10	Cayanan, Arcenia	AO II	LEONCIA
11	Corpuz, Aira	AO II	MINING ES
12	Cortez, Rojen	AO II	SAPANGBATO ES SITIO TARGET IS
13	De La Rosa, Michael Angelo	AO II	AMSIC IS
14	Deang, Christian	AO II	GBES
15	Dela Cruz, Lovely Joy	AO II	VDRES
16	Dela Cruz, Philip Ceasar	AO II	TPTINIO ES
17	Dela Cruz, Rosalind	AO II	M. BLISS ES
18	Dizon, Jose III	AO II	ANUNAS ES
19	Esguerra, Christine Joy	AO II	JPDES
20	Esquillo, Bernadette	AO II	AC SHS (STAND ALONE)
21	Esteban, Christianne	AO II	CLEMENDES
22	Garcia, Anna Renea	AO II	NV 15 IS
23	Garcia, Art Adrian	AO II	P.GUTIERREZ ES
24	Garcia, Eugene	AO II	ACSCI SHS
25	Gonzales, Arielle Justine	AO II	PAMPANG ES
26	Miguel, Christian	AO II	DON PEPE ES
27	Morales, Jocelyn	AO II	CUTUD ES
28	MUÑOZ, SHEILA	AO II	AG TINIO ES
29	Ocampo, Camille	AO II	AG PABALAN ES BELEN HOMESIT ES
30	Ordoñez, Laurence	AO II	LNWES
31	Pamintuan, Liza	AO II	SDIS
32	Peroche, Patricia Lois	AO II	EPZA ES
33	Pinlac, Wynona Kim	AO II	ACNTS SHS
34	Punzalan, Arnie	AO II	ENRICA SANDICO
35	Punzalan, Caren	AO II	S.PADER ES
36	Quinto, Mary Anne	AO II	SRES
37	Ruiz, Quennie Camille	AO II	STA. MARIA ES
38	Samonte, Elyza	AO II	GRLIS
39	Tolentino, Lalaine Mae	AO II	P.CACUTUD ES
40	Torres, Angelica S.	AO II	AES
41	VACANT	AO II	TACONDO ES AIRFORCE CITY ES
42	Valencia, Princess	AO II	P. BULO ES
43	Velasquez, Mary Angeline Isabelle	AO II	STATES
44	Zata, Judith	AO II	AGNES
PROJECT DEVELOPMENT OFFICER I			
1	Austria, Venesa Marie C.	PDO 1	TACONDO ES AIRFORCE ES SAPANGBATO ES SITIO TARGET IS
2	Gonzales, Ailyn	PDO 1	ENRICA SANDICO ES SAN IGNATIO ES SAPALIBUTAD ES CUTUD ES
3	Manio, Nadine S.	PDO 1	SALAPUNGAN ES MBLISS ES PBULO ES LEONCIA
4	Maniti, Princess T.	PDO 1	CUAYAN ES CUTCUT ES AGTES MINING ES
5	Pasion, Emily M.	PDO 1	VDRES STA. MARIA ES S.PADER ES TPTINIO ES

No.	NAME OF PERSONNEL	POSITION	SCHOOL ASSIGNMENT
1	Cordova, Stephanie	ADAS III	AMSIC IS
2	Nacpil, Lawrenz	ADAS III	EPZA ES P.CACUTUD ES
3	Garcia, Gladys	ADAS III	GBES
4	Viray, Davey Harold	ADAS III	MIS
5	Loria, Gary Joel	ADAS III	NV 15 IS
6	Yanga, John Kevin	ADAS III	STATES
7	Doctor, Monira P.	ADAS III	SDIS
8	Racoma, Junemar	ADAS III	SRES APUNG GUIDANG AES
9	Balingit, Rachele Paula G.	ADAS III	DON PEPE HENSON
10	Lacson-Manabat, Wilma M.	ADAS III	CM RECTO IS
11	Teves, Maurenas S.	ADAS III	SBNHS
12	Hilario, Kristofferson C.	ADAS III	ACNHS
13	Alimurung, Rose-Bell C.	ADAS III	ACNTS
14	Vital, Rhoda R.	ADAS III	ACSCI
15	Figuro, Dellia M.	ADAS III	BVRHS
16	Gozun, Rona Joys C.	ADAS III	FGNMHS
17	Dela Peña, Ma. Lucia S.	ADAS III	RLLMHS
Administrative Assistant II			
1	Alvares, Aries V.	ADAS II	PAMPANG ES
2	Bacall, Jeziel	ADAS II	AG PABALAN ES
3	Baltzar, Joyce Ann C.	ADAS II	RLLMHS
4	Barin, Lancelot Justine V.	ADAS II	CLEMENDES
5	Calaguas, Lady Charmaine C.	ADAS II	AC SHS STAND ALONE
6	Concepcion, Imelda K.	ADAS II	LNWES
7	Cortez, Josephine C.	ADAS II	ACSCI SHS
8	Cunanan, Berleerose D.	ADAS II	RLLMHS
9	Cunanan, Haydee	ADAS II	JPDES
10	Dela Cruz, Angela Ma.	ADAS II	M.Nepomuceno ES
11	Dionicio, Josielyn	ADAS II	FGNMHS
12	Jaime, Marjorie V.	ADAS II	GRLIS
13	Joven, Reena	ADAS II	ACNHS -SHS
14	Lopez, Jan Emmanuel P.	ADAS II	CM RECTO
15	Lozano, Jericko S.	ADAS II	ACNTS SHS
16	Maghuyop, Karl	ADAS II	CLEMENTE HS
17	Medina, Jane Shallimar G.	ADAS II	ACSCI
18	Nualda, John Jerryl H.	ADAS II	ACNHS
19	Paguinto, Erliz M.	ADAS II	DAMIS
20	Pangilinan, Nikko Louis N.	ADAS II	SITIO TARGET IS
21	Paras, Edna M.	ADAS II	RLLMHS SHS
22	Rivera, Dominga A.	ADAS II	ACNTS
23	Salazar, Paolo N.	ADAS II	ANUNAS ES
24	Soriano, Corazon A.	ADAS II	ACNHS
25	Torres, Charissa Joy T.	ADAS II	AIRFORCE ES
26	Valencia, Maarychelle	ADAS II	ACSCI
27	Velasco, Marc Anthony	ADAS II	BVRHS
28	Velasquez, Jonathan R.	ADAS II	SBNHS
29	Vergara, Reychelle D.	ADAS II	PGES
30	Vidallion, Cristina G.	ADAS II	FGNMHS SHS
31	Villar, Christine Eduvijes D.	ADAS II	FGNMHS
32	Yumul, Zaira Mae F.	ADAS II	SBNHS SHS