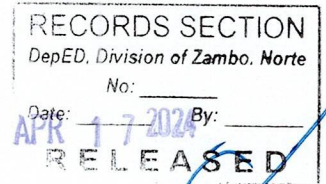




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

April 15, 2024

**Division Memorandum**  
No. 230 s. 2024

**ADDENDUM TO THE DESIGNATION OF ADMINISTRATIVE OFFICERS II (AO II)  
FOCAL PERSONS IN THE DISTRICT FOR PERSONNEL ADMINISTRATION  
SUPPORT**

**TO: Administrative Officer II  
All concerned personnel  
This Division**

1. In line with the SDO D4D (Decentralization, Devolution, Delegation and Deputization) and for the implementation of an effective and efficient administrative support functions particularly in personnel administration and property custodianship in the school and to streamline downloading of services and ensure prompt completion of reports this office hereby announces the designation of the identified Administrative Officers II (AO-II) as focal persons in the district.

2. The Designated District Administrative Officers shall:

- a. Serves as the overall coordinator and oversees the management and implementation of an effective and efficient administrative support functions namely: personnel administration; property custodianship in the school and general administrative support;
- b. Finalizes the **monthly reports** and ensure its timely submission
- c. Monitors the monthly **updating of service records, 201 files, PTS, leave cards of school personnel** in their district;
- d. Provides timely feedback and reports to the SDO- AOV and/or AO IV especially on matters requiring management decision and intervention;
- e. Coordinates with and provides timely feedback to the School AOs II on policies and procedures;
- f. Convenes meetings, consultations other related activities with all AOs II in the district in relation to the implementation of personnel administration, etc;
- g. Coordinates with AO V and/or AO IV in the SDO to ensure that personnel concerns are addressed in the operation and implementation of programs in the SDO;
- h. Represents the District, particularly in gatherings , meetings and other forums involving personnel concerns;



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- i. Provides technical assistance to the School Head and School Personnel;
- j. Prepares the necessary reports and ensures their timely submission;
- k. Maintain a well-organized archive school personnel database;
- l. Ensures proper orientation on program processes and turnover documents in the event that a new focal person is designated;
- m. Performs other functions in the exigency of the service.

3. Enclosed to this Division Memorandum is the list of designated district Administrative Officers II in the District as Focal Persons for Administration Support, as outlined in Enclosure No. 1.

4. This Division Memorandum will serve as the official Designation Order of the identified District Administrative Officer II (AO II) for the HRMPSB activities.

5. All orders, rules and regulations and other related issuances which are inconsistent with this memorandum are hereby repealed, rescinded, or amended accordingly.

6. Immediate and wide dissemination of this memorandum is desired.

  
**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

*References:*

AO II JD V.2



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**ENCLOSURE NO. 1**

**LIST OF DESIGNATED ADMINISTRATIVE OFFICERS II (AO II) FOCAL PERSON IN THE DISTRICT FOR PERSONNEL ADMINISTRATION SUPPORT**

NO.	NAME	DISTRICT
1	KAY M. QUIMIGING	LA LIBERTAD
2	ALEXANDER T. SUMANDAY	MUTIA
3	HELEN GRACE I. ORQUILLAS	PIÑAN
4	MARIEL P. BATUAMPO	POLANCO I
5	JOELITO R. SABAN JR.	POLANCO II
6	MARGARITA C. DELA CRUZ	RIZAL
7	MARICEL B. BERSALES	SERGIO OSMEÑA I
8	SHIELA H. DELORIA	SERGIO OSMEÑA II
9	CHARRY MAE B. BANDRANG	SIBUTAD
10	MARIA CRISTABEL P. NIEVES	KATIPUNAN I
11	RAYMOND ELLOREG	KATIPUNAN II
12	MA. ANTONETTE D. GONZALES	MANUKAN I
13	KAREN T. ALMIROL	MANUKAN II
14	IRISH CHARM JALOSJOS	ROXAS I
15	AIRA RUTH A. GUERRERO	ROXAS II
16	NOEMI S. BONTIGAO	SIAYAN
17	MICHAEL E. TAN	SINDANGAN CENTRAL
18	ARDEE NIKKO D. RAGUINDIN	SINDANGAN NORTH
19	LYSANDER M. ABNE	SINDANGAN SOUTH
20	BABY CELESTE L. LICAYAN	BACUNGAN
21	JULIUS M. CALLAGON	BALIGUIAN
22	ALMIRA NOVA C. AMARILLE	GODOD
23	GENE C. UBA JR	GUTALAC I
24	CHARMAINE S. CALASANG	GUTALAC II
25	LYN P. LADIERO	KALAWIT
26	IVY M. LAGUDAS	LABASON
27	STEENIE JEAN M. ABSIN	LILOY I
28	RICHEL P. CAINDUG	LILOY II
29	SITTI NARRIMAN L. NIAN	SALUG I
30	JOHN MICHAEL G. PAÑALES	SALUG II
31	EDRIS S. AMILASAN JR	SIBUCO
32	KAREN SHANE B. DAPAT	SIOCON
33	MARY CENTENNA A. DURANO	SIRAWAI
34	JOEY Q. GABO	TAMPILISAN
35	MARVIN CARPIO	PONOT

PERSONNELSECTION/AOIFOCALPERSON/04152024



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