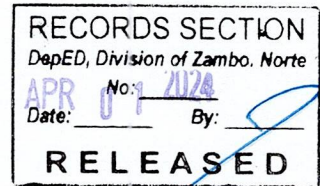




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

April 1, 2024

**Division Memorandum**  
No. 202 s. 2024

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

TO: Public Schools District Supervisors  
School Heads  
Administrative Officer II  
All concerned personnel  
This Division

1. 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 District Administrative Officer II Focal Person shall:


- a. Serve 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 in the District;
- b. Finalizes the monthly reports and ensures 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;
- 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 district and school personnel database;



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1. 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 Administrative Officers II Designate.
4. This Division Memorandum shall serve as the official Designation Order of the identified District Administrative Officers II (AO II) focal person for the implementation of personnel administrative support functions.
4. All orders, rules and regulations and other related issuances which are inconsistent with this memorandum are hereby repealed, rescinded, or amended accordingly.
5. 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 THE IMPLEMENTATION OF PERSONNEL ADMINISTRATION SUPPORT FUNCTIONS

No	AO-II Designate	District	School
1	KAY M. QUIMIGUING	LA LIBERTAD	MAUSWAGON ES
2	ALEXANDER T. SUMANDAY	MUTIA	TUBAK ES, Clustering Mutia National High School - Tubak Annex and District Office
3	HELEN GRACE I. ORQUILLAS	PIÑAN	Piñan Central Elementary School
4	MARIEL P. BATUAMPO	POLANCO I	POLANCO CS
5	JOELITO R. SABAN JR	POLANCO II	NEW LEBANGON ES, clustering SIANIB ES & BETHLEHEM ES
6	MARGARITA C. DELA CRUZ	RIZAL	Rizal CS, Rizal NHS
7	MARICEL B. BERSALES	SERGIO OSMEÑA I	SERGIO OSMEÑA CS
8	SHIELA DELORIA	SERGIO OSMEÑA II	PEDAGAN ES
9	CHARRY MAE B. BANDRANG	SIBUTAD	SIBUTAD CES
10	MARIA CRISTABEL P. NIEVES	KATIPUNAN I	KATIPUNAN CS & SPED CENTER
11	ORLAND C. ARPA	KATIPUNAN II	SEROAN IS / GUISOKAN ES
12	MA. ANTONETTE D. GONZALES	MANUKAN I	MANUKAN WEST CS
13	KAREN T. ALMIROL	MANUKAN II	DON JOSE AGUIRRE ES
14	MARVIN CARPIO	PONOT (JOSE DALMAN)	
15	IRISH CHARM Y. JALOSJOS	ROXAS I (MANUEL A. ROXAS)	ROXAS CS
16	AIRA RUTH A. GUERRERO	ROXAS II (MANUEL A. ROXAS)	GOV. JOSE ASENIERO ELEMENTARY SCHOOL
17	NOEMI S. BONTIGAO	SIAYAN	Siayan CS
18	MICHAEL E. TAN	SINDANGAN CENTRAL	SPDS
19	ARDEE NIKKO D. RAGUINDIN	SINDANGAN NORTH	Siari P. Escabarte ES



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20	ORLEE CHANNIE B. PALOSO	SINDANGAN SOUTH	MANDIH CS
21	BABY CELESTE L. LICAYAN	BACUNGAN (LEON POSTIGO)	BACUNGAN CS
22	JULIUS M. CALLAGON	BALIGUIAN	BALIGUIAN CENTRAL SCHOOL
23	ALMIRA NOVA C. AMARILLE	GODOD	GODOD CS
24	GENE C. UBA JR.	GUTALAC I	GUTALAC CENTRAL SCHOOL
25	CHARMAINE S. CALASANG	GUTALAC II	MAMAWAN ES
26	LYN P. LADIERO	KALAWIT	KALAWIT CS
27	IVY M. LAGUDAS	LABASON	Labason IS
28	STEENIE JEAN M. ABSIN	LILOY I	LILOY CS
29	RICHEL P. CAINDUG	LILOY II	BAYBAY CS & SPED Center
30	SITTI NARRIMAN L. NIAN	SALUG I	SALUG CS & SPED CENTER
31	ANALOU C. REBALBOSA	SALUG II	FATIMA ES
32	EDRIS S. AMILASAN JR	SIBUCO	SIBUCO DISTRICT OFFICE
33	KAREN SHANE B. DAPAT	SIOCON	SIOCON CENTRAL SCHOOL
34	CHRISMARIE O. PABATAO	SIRAWAI	SIRAWAI CENTRAL SCHOOL; DACON LEARNING CENTER; DACON NHS (to be displaced at DACON LEARNING CENTER, turn over on going)
35	JOEY Q. GABO	TAMPILISAN	Tampilisan CS

PERSONNEL/AO II DESIGNATED FOCAL PERSONS FOR ADMIN SUPPORT FUNCTIONS/04012024



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