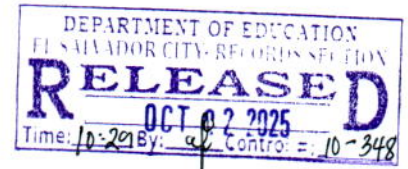




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 30, 2025

DIVISION MEMORANDUM
NO. 348, s. 2025

TEMPORARY ASSIGNMENT OF ADMINISTRATIVE ASSISTANT II

To: Assistant Schools Division Superintendent
Education Program Supervisors
School Heads
Administrative Officer II
Administrative Assistant III
Administrative Assistant II
All Other concerned

1. To ensure the continuous operation of schools in the disbursement of funds, this Office hereby designates the temporary assignment of disbursing officers to schools affected by the maternity leave of Ms. Everlyn M. Cañete.
2. The designated temporary disbursing officers shall process the change of signatories in their respective schools.
3. An additional fidelity bond shall be processed before the change of bank signatories.
4. This designation takes effect beginning October 1, 2025, until December 31, 2025.
5. Please see the attached document for the details of the temporary assignments.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For information, guidance, and compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated

Acctg/mbj



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment:

ADMINISTRATIVE ASSISTANT II	ADDITIONAL SCHOOL ASSIGNMENT
MERAPE O. CLARABAL	HIMAYA ELEMENTARY SCHOOL
CARLOS D. ACERO JR.	SINALOC NATIONAL HIGH SCHOOL - JHS SINALOC NATIONAL HIGH SCHOOL - SHS
EDJIE P. DAGOPIOSO	SINALOC ELEMENTARY SCHOOL
ROTHELLEE L. SABURNIDO	KIBONBON ELEMENTARY SCHOOL