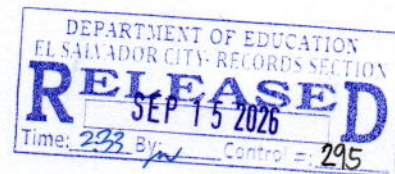




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



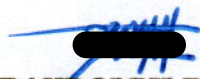
September 15, 2026

DIVISION MEMORANDUM
NO. 295, s. 2026

TEMPORARY ASSIGNMENT OF AN ADMINISTRATIVE OFFICER II

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

1. To ensure the continuous operation of **Pedro Sa. Baculio Elementary School**, particularly in the disbursement of funds, this Office hereby temporarily assigns **Ms. Leah Mae C. Akut**, Administrative Officer II, to Pedro Sa. Baculio Elementary School during the sick leave of **Mr. Rodrigo N. Valmoría Jr.**
2. Ms. Leah Mae C. Akut shall temporarily assume the duties and responsibilities of Mr. Rodrigo N. Valmoría Jr. for the duration of the assignment.
3. This temporary assignment shall take effect on **16 September 2026** and shall remain in force until revoked or until the return of Mr. Rodrigo N. Valmoría Jr., whichever comes first.
4. 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.
5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Acctg/mbj