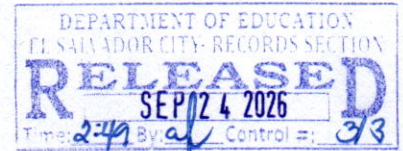




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 23, 2026

DIVISION MEMORANDUM
NO. 313, s. 2026

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. Mae Antoinette N. Padigos**.
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 temporary assignment shall take effect on **24 September 2026** and shall remain in force until revoked or until the return of Ms. Mae Antoinette N. Padigos, whichever comes first.
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



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Effectivity	08.29.25	Page	1 of 2



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Attachment:

ADMINISTRATIVE ASSISTANT II	ADDITIONAL SCHOOL ASSIGNMENT
EVERLYN M. CAÑETE	COGON NATIONAL HIGH SCHOOL - JHS
CARLOS D. ACERO JR.	COGON NATIONAL HIGH SCHOOL -SHS
ROTHELLEE L. SABURNIDO	KALABAYLABAY INTEGRATED SCHOOL
	COGON ELEMENTARY SCHOOL