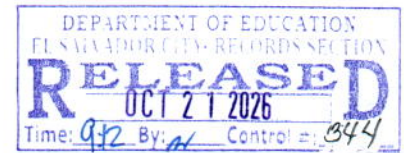




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



October 19, 2026

DIVISION MEMORANDUM
NO. 344, s. 2026

**TEMPORARY ASSIGNMENT OF AN ADMINISTRATIVE OFFICER II AND
ADMINISTRATIVE ASSISTANT III**

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 and efficient delivery of services in schools affected by vacancies resulting from the promotion or transfer of personnel to other agencies, this Office shall temporarily assign non-teaching personnel to the schools concerned.
2. A copy of the personnel list, including their respective School Assignments, is attached herewith.
3. This memorandum takes effect immediately.
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



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

ADAS III	SCHOOL ASSIGNMENT	MAIN STATION	AO II	SCHOOL ASSIGNMENT	MAIN STATION
FRANCIS JONESRIO D. CAMOMOT	HIMAYA ELEMENTARY SCHOOL HIMAYA NATIONAL HIGH SCHOOL-JHS HIMAYA NATIONAL HIGH SCHOOL-SHS SINALOC ELEMENTARY SCHOOL SINALOC NATIONAL HIGH SCHOOL-JHS SINALOC NATIONAL HIGH SCHOOL-SHS HINIGDAAN NATIONAL HIGH SCHOOL-JHS HINIGDAAN NATIONAL HIGH SCHOOL-SHS	SINALOC ELEMENTARY SCHOOL	DIANNE L. SUGUILON	BOLISONG ELEMENTARY SCHOOL SAN FRANCISCO DE ASIS NHS-JHS SAN FRANCISCO DE ASIS NHS-SHS	BOLISONG ELEMENTARY SCHOOL
			LEAH MAE C. AKUT	PEDRO SA BACULIO ELEMENTARY SCHOOL HINIGDAAN ELEMENTARY SCHOOL	PEDRO SA BACULIO ELEMENTARY SCHOOL
DEXTER A. CARANGCARANG	EL SALVADOR CITY CENTRAL SCHOOL SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL SAN FRANCISCO DE ASIS NHS-JHS SAN FRANCISCO DE ASIS NHS-SHS KIBONBON ELEMENTARY SCHOOL EL SALVADOR CITY NATIONAL HIGH SCHOOL-SHS	EL SALVADOR CENTRAL SCHOOL	EDJIE P. DAGOPIOSO	MOLUGAN NATIONAL HIGH SCHOOL-SHS SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	MOLUGAN NATIONAL HIGH SCHOOL
LOVELY JOY CATANE	EL SALVADOR CITY NATIONAL HIGH SCHOOL-JHS PEDRO SA BACULIO ELEMENTARY SCHOOL AMOROS ELEMENTARY SCHOOL TAYTAY ELEMENTARY SCHOOL SAMBULAWAN ELEMENTARY SCHOOL SAMBULAWAN NHS-JHS SAMBULAWAN NHS-SHS	PEDRO SA BACULIO ELEMENTARY SCHOOL			
FRITZIE LYNNE B. GEQUINTO	COGON ELEMENTARY SCHOOL COGON NATIONAL HIGH SCHOOL-JHS COGON NATIONAL HIGH SCHOOL-SHS KALABAYLABAY IS-ELEMENTARY KALABAYLABAY IS-JHS KALABAYLABAY IS-SHS HINIGDAAN ELEMENTARY SCHOOL	COGON ELEMENTARY SCHOOL			
MARILOU B. PAGLINAWAN	MOLUGAN NATIONAL HIGH SCHOOL-JHS MOLUGAN NATIONAL HIGH SCHOOL-SHS MOLUGAN CENTRAL SCHOOL BADIANGON ELEMENTARY SCHOOL ULALIMAN ELEMENTARY SCHOOL	MOLUGAN NATIONAL HIGH SCHOOL			