



020323-054

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 FEBRUARY 2023

DIVISION MEMORANDUM

No. 054 s. 2023**DEPLOYMENT OF DIVISION JOB ORDER PERSONNEL TO SCHOOLS**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. For the information and guidance of all concerned, here are the list of Division Job Order Personnel who will be deployed to different schools effective February 6, 2023.

NAME	POSITION	ASSIGNED SCHOOL
Abuel, Aren Krezel P.	Admin Aide II	TWCS II
Bombani, Mark Paul E.	Admin Aide II	LPIHS
Cabriga, Kim Harold Z.	Admin Aide II	TECS I
Cabuyao, Paulo T.	Admin Aide II	BANHS
Esquinas, Exequiel D.	Admin Aide II	TWCS IV
Garcia, Christian Gil Z.	Admin Aide I	Domoit ES
Javin, Jerome A.	Admin Aide II	Dapdap IS
Nanez, Feliza M.	Admin Aide II	LPIHS
Obciana, Ella Bianca T.	Admin Aide I	TECS II
Quesea, Mary Margarette C.	Admin Aide I	Potol ES
Saligumba, Jhommel V.	Admin Aide II	TECS III
Vito, Charlene	Admin Aide II	KES

2. The personnel mentioned above will report to school in line with the Memorandum Circular issued by the Office of the Local Chief Executive of Tayabas City on January 11, 2023, in re: 4-day Work Week of JOWE's.

3. Immediate dissemination of this memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



Brgy. Potol, Tayabas City



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03 February 2023

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

Madam:

This is to submit the present List of Job Order Personnel of the Schools Division Office (SDO).



A. List of Security Aides to be retained to the SDO Main Building



NAME	ADDRESS	POSITION	REMARKS
1. Eguia, Henry Reiner D.	Brgy. San Diego	Security Aide/Admin Aide II	Stayed at the SDO
2. Andaya, Marvin M.	Brgy. Kalumpang	Security Aide/Admin Aide II	Stayed at the SDO
3. Querubin, Buenaventura Jr. B.	Brgy. Kalumpang	Security Aide/Admin Aide II	Stayed at the SDO
4. Zarsadias, Joel E.	Brgy. Mayuwi	Security Aide/Admin Aide II	Stayed at the SDO

B. List of Security Aides to be retained to secure the LRMS, Supply, Medical and Dental Unit at BANHS Building

NAME	ADDRESS	POSITION	REMARKS
5. Catipon, Rudvic S.	Brgy. Kalumpang	Security Aide/Admin Aide II/Utility	Security Aides assigned for LRMS, Supply, Medical and Dental Unit/Utility



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6. Cabuyao Ervin C.	Brgy. North Palale	Security Aide/Admin Aide II/Alternate Driver/Utility	Security Aides assigned for LRMDs, Supply, Medical and Dental Unit/Alternate Driver when needed/Utility
7. Alvarez, Jayson	Brgy. Ipilan	Security Aide/Admin Aide II/Utility	Security Aides assigned for LRMDs, Supply, Medical and Dental Unit/Utility

C. List of Utility Personnel/Admin Aide in the Schools Division Office Building

NAME	ADDRESS	POSITION	REMARKS
8. Zafranco, Jhonny N.	Brgy. Angeles	Admin Aide II/Utility	Assigned at the Ground Floor (OSDS)
9. Yaldama, Jeziel A.	Brgy. Malao-a	Admin Aide I	Assigned at the Ground Floor (OSDS)
10. Fang, Samboy R.	Brgy. Lalo	Admin Aide I/Utility/Alternate Driver	Assigned at the Second Floor/Messenger
11. Padilla, Ian Paolo	Brgy. Lita	Admin Aide I/Utility	To be Assigned at the Second Floor
12. Cabuyao, Enrique A.	Brgy. Opias	Admin Aide I/Utility	Assigned at the Third Floor (SGOD)
13. Mendoza, John Frederick Q.	Brgy. Angustias	Admin Aide II/Utility	Assigned at the Third Floor (CID)



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14. Ladines, Tristan Jay	Brgy. Lalo	Admin Aide I/Utility	Assigned at the Fourth Floor (Accounting and ICT Unit)
15. Eclavea, Edmar G.	Brgy. Anos	Admin Aide I/Utility	Assigned at the Fourth Floor (Accounting and ICT Unit)
16. Valdeavilla, Leslie T.	Brgy. PotoI	Admin Aide II	Stayed at the SDO (HR)
17. Roxas, Lara Kresthia	Brgy. Ipilan	Admin Aide I	Stayed at the SDO (Records)
18. Cablaida, Monica T.	Brgy. Mateuna	Admin Aide I	Stayed at the SDO (Accounting)
19. Baer, Jayron J.	Brgy. Dapdap	Admin Aide III	Stayed at the SDO (Dental)
20. Albos, Baby Joy D.	Brgy. Opias	Admin Aide III	Stayed at the SDO (Supply)
21. Lopez, Jezlaine Mae L	Brgy. Wakas	Admin Aide I	Stayed at the SDO (Medical)

D. List of Job Order who will prepare and process payments of electricity bills of schools, DTRs and payrolls of Job Order Personnel and other analogous transactions in the LGU

NAME	ADDRESS	POSITION	REMARKS
22. Collantes, Mark Joseph R.	Brgy. Angeles Zone I	Admin Aide III/Liason	Stayed at the SDO

E. List of Job Order Personnel who will stay at the ICT for the meantime until such time that an ITO is appointed

NAME	ADDRESS	POSITION	REMARKS
23. Mabilin, Philip Nerius D.	Brgy. Opias	Data Analyst	Stayed at the SDO
24. Abrigo, Rolando III D.	Brgy. Angeles Zone IV	Data Analyst	Stayed at the SDO



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F. List of Job Order Personnel in the SDO to be deployed in schools

NAME	ADDRESS	POSITION	REMARKS
25. Cabriga, Kim Harold Z	Brgy. Angeles Zone I	Admin Aide II	To be deployed at TECS I
26. Abuel, Aren Krezel P.	Brgy. Luad	Admin Aide II	To be deployed TWCS II
27. Bombani, Mark Paul E.	Brgy. Ipilan	Admin Aide II	To be deployed to Luis Palad IS
28. Cabuyao, Paulo T.	Brgy. East Palale	Admin Aide II	To be deployed to BANHS
29. Esquinas, Exequiel D.	Brgy. Lalo	Admin Aide II	To be deployed to TWCS IV
30. Javin, Jerome A.	Brgy. Dapdap	Admin Aide II	To be deployed to Dapdap IS
31. Saligumba, Jhommel V.	Brgy. Angeles Zone 1	Admin Aide II	To be deployed to TECS II
32. Nanez, Feliza M.	Brgy. Ipilan	Admin Aide II	To be deployed to Luis Palad IHS
33. Garcia, Christian Gil Z.	Brgy. Isabang	Admin Aide I	To be deployed to Domoit Elem School
34. Obciana, Ella Bianca T.	Brgy. Mateuna	Admin Aide I	To be deployed to TECS III
35. Quesa, Mary Margarette C.	Brgy. Lita	Admin Aide I	To be deployed to PotoI Elem. School
36. Vito, Charlene	Brgy. Kalumpang	Admin Aide II	To be deployed to Kalumpang Elementary School.



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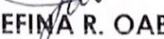
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Schools Division Superintendent 



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