



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

20 Dec 2023

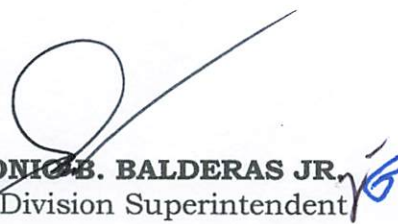
DIVISION MEMORANDUM

No. 69 s.2023

**SCHOOL ASSIGNMENTS OF ADMINISTRATIVE OFFICERS II**

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

1. The Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level in order to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process.
2. In this regard, this office informs the field of the reassignment of Administrative Officers II to facilitate and fast-track non-teaching transactions particularly in effective and efficient administrative support and selected financial functions in the personnel administration, property custodianship, and other related tasks at the school level.
3. Attached herewith is the list of Administrative Officers II together with their school assignments with a minimum of one (1) school and a maximum of two (2) schools, effective **January 1, 2024**.
4. Furthermore, with the eminent maternity of two (2) AOs from January to March or April 2024, adjustments in their assignments are also attached and directed.
5. For information and guidance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Job functions  
To be indicated in the Perpetual Index  
under the following subjects:  
N/A

OSDS Personnel Unit – AOs school assignment  
None/December 20, 2023



Address: PotoI, Tayabas City  
Telephone No.: (042) 785-9615 or (042) 710-0329  
Email Address: [tayabas.city@depd.gov.ph](mailto:tayabas.city@depd.gov.ph)  
Website: <https://depdtayabas.ph>

**LIST OF SCHOOL ADMINISTRATIVE OFFICER II**

<b>No.</b>	<b>School Assignments</b>	<b>Administrative Officer II</b>
1	Tayabas East Central School	Caagbay, Donnabelle F.
2	Tayabas West Central School I	Oabel, Loveday Alyssa O.
3	Tayabas West Central School IV Lakawan Elementary School	Domirez, Juanito D.
4	Wakas Elementary School Rosario Quesada Integrated National High School	Andanza, Desiree Carla C.
5	Kalumpang Elementary School Froilan E. Lopez Elementary School	Aguila, Joy Liwayway O.
6	Mayuwi Community School Domoit Elementary School	Pastrana, Maria Elizabeth S.
7	Potol Elementary School Gibanga Elementary School	Sanchez, Juslyn Rose F.
8	Ipilan-Alitao Elementary School Lalo Elementary School	Salazar, Beatrice B.
9	Dapdap Integrated School	Songcaya, April Jean V.
10	Tayabas West Central School III Tayabas West Central School II	Cabriga, Cleotilde L.
11	Mate Integrated School Pandakaki Integrated School	Nadres, Proculo P.
12	Lawigue Elementary School Alsam Integrated School	Cabalza, Pazzyla Lydda A.
13	East Palale Elementary School Busal Integrated School	Reyes, Jerick C.
14	South Palale Elementary School North Palale Elementary School	Evangelista, Jeanette F.



15	Masin Elementary School	Rada, Claribel C.
	Valencia Elementary School	
16	Ilasan Integrated School	Oval, Kaydeen Micka T.
	Katigan-Alupay Elementary School	
17	West Palale National High School	Morales, Rosemarie E.
	West Palale Elementary School	
18	Malao-a/Calantas Elementary School	Zafranco, Ferex O.
	Eugenio Francia Integrated School	

**ADDITIONAL ASSIGNMENTS OF SCHOOL ADMINISTRATIVE OFFICERS II DUE TO MATERNITY LEAVE**

No.	School Assignments	Administrative Officer II
1	Tayabas West Central School IV	Domirez, Juanito D.
	Lakawan Elementary School	
	Alsam Integrated School	
2	East Palale Elementary School	Reyes, Jerick C.
	Busal Integrated School	
	Lawigue Elementary School	
3	South Palale Elementary School	Evangelista, Jeanette F.
	North Palale Elementary School	
	Valencia Elementary School	
4	Ilasan Integrated School	Oval, Kaydeen Micka T.
	Katigan-Alupay Elementary School	
	Masin Elementary School	