



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum
No. 194 s. 2024

ASSIGNMENT ORDER OF ADMINISTRATIVE OFFICER II

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Pursuant to **DepEd Order 2, s. 2024** or the "*Immediate Removal of Administrative Task of Public School Teachers*" and **DM PHROD-2020-00235** or the "*Approval and Deployment of the Administrative Officer II items for Elementary Schools*" which provides that in view of the limited AO II items approved for FY 2020 and in order to maximize the availability of items, the Schools Division may allocate AO items as shared services catering to a District or a cluster of nearby schools without existing administrative items.
2. In the exigency of service and creation of new items, this office announces the new clustering of school assignment of Administrative Officer II.
3. Enclosed herewith is the summary of the new school assignment of Administrative Officers II (Annex A). Administrative Officers II with two (2) or more schools are requested to submit to the HRMO a copy of their proposed schedules ensuring equal treatment of all school assignments.
4. Newly hired Administrative Officers II shall report on their designated station on July 22, 2024. To facilitate the proper turnover of duties and responsibilities and to assist the newly hired Administrative Officer II, the new school assignments of current Administrative Officer II shall take effect only on August 1, 2024.
5. In the spirit of transparency and accountability, all concerned personnel are required to submit Clearance as to work-related, money and property accountabilities and other reportorial documents related thereto as well as the Report on the actual First Day of Service to Division Office on or before July 18, 2024.
6. Immediate and widest dissemination of this memorandum is desired.

VILMA D. EDA CESO V
Schools Division Superintendent



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Annex A: Summary of New School Assignment of AO II

Item #	Name of AO II	Address	Main School	Cluster School/s
ADOF2-60035-2024	Naira Segui	Cabugao, IS	Vigan Central School	None
ADOF2-61288-2022	Dennis Aguimbag	Sto. Domingo, IS	Rugsuanan-Puroc ES	San Julian ES
ADOF2-60019-2020	Lailanie Rabbon	Sta. Catalina, IS	Burgos Memorial School West	None
ADOF2-61289-2022	Reginal Quario	Nagsangalan, Vigan City	Nagsangalan ES	Raois ES
ADOF2-60020-2020	Angelica Taberna	Sto. Domingo, IS	Bulala-Paratong ES	None
ADOF2-60036-2024	Janine Austine Rafanan	Sta. Catalina IS	Vigan National High School West	None
ADOF2-60080-2021	Krystel Elaine Marie Catura	Pantay, Vigan City	Jose Singson ES	Pantay IS
ADOF2-60031-2024	Ma. Cristina Emely Pandoro	Mindoro, Vigan City	Mindoro Elementary School	Governor Evaristo Singson II Memorial School
ADOF2-61287-2022	Alexander Pajo	Brgy. IX, Vigan City	Vigan National High School East	None
ADOF2-60032-2024	Gloaida Reclusado	San Vicente, Ilocos Sur	Ayusan-Paoa ES	None
ADOF2-60079-2021	Jessa Mae Andres	Caoayan, Ilocos Sur	Camanggaan ES	Cabaroan-Cabalangegan ES
ADOF2-60033-2024	Katrine Anne Arce	Capangpangan, Vigan City	Capangpangan ES	Burgos Memorial School East
ADOF2-60034-2024	Jessica Rigos	Salindeg, Vigan City	Salindeg, Pong-ol, Barraca ES	Tamag ES

**Due to exigency of service, AOs should be available anytime to assist the assigned schools even not during their schedule in the said concerned school.*



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