



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

Division Memorandum
No. 338 s. 2025

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 HROD-2025-0866** or the "*Deployment Guidelines of New School-Based Administrative Officer II (AO II) Positions to Public Elementary and Secondary School for FY 2025*" which provides the commitment of the department under its Five-Point Agenda to address challenges related to organizational structure and staffing in schools being our delivery units of basic education services. Each unique school shall have one (1) AO II item, regardless of school size and curricular offering.
2. In the exigency of service and creation of new items, this office announces the new school assignment of Administrative Officer II.
3. Enclosed herewith is the summary of the new school assignment of Administrative Officers II (Annex A).
4. Newly hired Administrative Officers II shall report on their designated station on June 13, 2025. 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 July 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 June 20, 2025.
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
ADOF2-60036-2024	Janine Austine Rafanan	Sta. Catalina IS	Vigan National High School West
ADOF2-60348P-2025	Mark Jason Raboy	Pantay, Vigan City	Pantay Integrated School
ADOF2-60355-2025	Neil Onemig Pusirima	Tamag, Vigan City	Nagsangalan ES
ADOF2-60035-2024	Naira Segui	Cabugao, IS	Burgos Memorial School East
ADOF2-61289-2022	Reginal Quario	Nagsangalan, Vigan City	Camanggan ES
ADOF2-60354-2025	Nicole Arce	Capangpangan, Vigan City	Tamag ES
ADOF2-61287-2022	Alexander Pajo	Brgy. IX, Vigan City	Salindeg Pong-ol Barraca ES
ADOF2-60352-2025	Oiner Rafanan	Lingsat, Bantay, Ilocos Sur	Raois ES
ADOF2-60079-2021	Jessa Mae Andres	Caoayan, Ilocos Sur	Cabaroan-Cabalangegan ES
ADOF2-60033-2024	Katrine Anne Arce	Capangpangan, Vigan City	San Julian ES
ADOF2-60019-2020	Lailanie Rabbon	Sta. Catalina, IS	Vigan National High School East
ADOF2-60034-2024	Jessica Rigos	Brgy. III, Vigan City	Bulala Paratong ES
ADOF2-60080-2021	Krystel Elaine Marie Catura	Pantay, Vigan City	Burgos Memorial School West
ADOF2-60032-2024	Gloaida Reclusado	San Vicente, Ilocos Sur	Jose Singson ES
ADOF2-60350-2025	Charmaine Alinio	Camanggaan Vigan City	Rugsuanan-Puroc ES
ADOF2-60351-2025	Grace Formoso	San Pedro, Vigan City	Mindoro ES
ADOF2-60353-2025	Gemalyn Lampote	Sagsagat, San Ildefonso Ilocos Sur	Vigan Central School
ADOF2-61288-2022	Dennis Aguimbag	Sto. Domingo, IS	Capangpangan ES
ADOF2-60031-2024	Ma. Cristina Emely Pandoro	Mindoro, Vigan City	Governor Evaristo Singson Memorial School
ADOF2-60020-2020	Angelica Taberna	Sto. Domingo, IS	Ayusan Paoa ES



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