



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

DIVISION MEMORANDUM  
 No. **427**, s. 2026

**10 JUN 2026**

**DELIVERY OF ADMINISTRATIVE SERVICES AT SOURCE**

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

- In reference to Regional Memorandum No. 576, s. 2026, and Letter from Region 1 Administrative Division, the activity titled "Delivery of Administrative Services at Source" on June 16, 2026, 8:30 AM, shall be conducted at Ilocos Sur National High School, Vigan City.
- The activity aims to deliver and provide technical assistance on administrative services to the newly hired Administrative Officers II, and to discuss frontline services offered by the Administrative Division.
- The official participant from this Division is as follows:
 

No.	Name	School
1	<b>Mark Jason T. Raboy</b>	Vigan National High School East (assigned at Pantay Integrated School)
- Attached is the Regional Memorandum and Letter for reference.
- For information and compliance of all concerned.

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

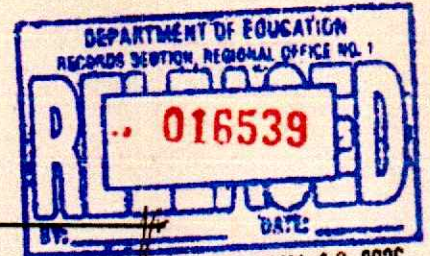
SCOD-HRD/ahem/Delivery of Administrative Services  
 2026-075/June 9, 2026







Republic of the Philippines  
**Department of Education**  
 REGION I



*WAS- JFE E 814*

**REGIONAL MEMORANDUM**  
 No. 576 s. 2026

**DELIVERY OF ADMINISTRATIVE SERVICES AT SOURCE**

To: Schools Division Superintendents

- The Department of Education acknowledges the contribution of personnel in the Administrative Service in the attainment of its vision and mission, and in the improvement of the Key Performance Indicators (KPIs) of the department through the implementation of the Office's Programs, Projects, and Activities (PPAs).
- Anent, Regional Office I, through the Administrative Division, will deliver and provide technical assistance on administrative services to the newly hired Administrative Officers II (AO II) of the Division Offices. An onsite orientation of the overall functions of the Administrative Officers II will be discussed as well as the frontline services offered by the Administrative Division.
- Listed below is the schedule of the SDOs, and the venue where the activity will be conducted:

Schools Division	Date	Venue	AO II Personnel Identified
La Union, San Fernando City	May 20, 2026	Lingsat Integrated School	Annex A
Pangasinan II, Urdaneta City	May 21, 2026	Lananpin National High School	Annex B
Pangasinan I, Dagupan City, Alaminos City, and San Carlos City	May 25, 2026	Bayambang National High School	Annex C
Ilocos Norte, Laoag City, and Batac City	June 15, 2026	Vintar National High School	Annex D
Ilocos Sur and Vigan City	June 16, 2026	Vigan National High School	Annex E

- The attendance of the mentioned participants is hereby enjoined.
- Immediate dissemination of this memorandum is desired.

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**ESTELA P. LEON- CARIÑO, EdD, CESO III**  
 Director IV/ Regional Director

Encl.: As stated  
 Reference: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

**ADMINISTRATIVE SERVICES**

AD-AMS/rtnb/ADMINSERVICES  
 May 7, 2026



AMS260544



**Annex E: Ilocos Sur Province Participants**  
**Venue: Vigan National High School, Vigan City, Ilocos Sur**  
**Date and Time of the Activity: June 16, 2026 08:30 AM**

<b>DIVISION</b>	<b>SCHOOL ID</b>	<b>SCHOOL NAME</b>	<b>DISTRICT</b>	<b>NAME OF AO II</b>
ILOCOS SUR	502498	PIAS INTEGRATED SCHOOL	SALCEDO - GALIMUYOD SIGAY DEL PILAR	JHEA ROSE ELOISA GABAYAN
ILOCOS SUR	502103	PANGADA-CABAROAN INTEGRATED SCHOOL	STA. CATALINA	KATHRYN P. NAVARRO
ILOCOS SUR	502140	TAGUDIN INTEGRATED SCHOOL	TAGUDIN	GIRLIE ALEMANIA
ILOCOS SUR	501745	GALIMUYOD INTEGRATED SCHOOL	SALCEDO - GALIMUYOD SIGAY DEL PILAR	GAEZLE ANNA L. VISTER
ILOCOS SUR	300034	AMARAO NATIONAL HIGH SCHOOL	STA. CRUZ	JUDY A. TOLENTINO
ILOCOS SUR	300087	TAY-AC NATIONAL HIGH SCHOOL	BANTAY	MARY JOY LLAGAS
ILOCOS SUR	502101	DAN-AR INTEGRATED SCHOOL	SANTIAGO	JESSIE L. CORDONA
ILOCOS SUR	502318	PATONG INTEGRATED SCHOOL	MAGSINGAL	RODEL TABILANG
ILOCOS SUR	502098	STO. DOMINGO INTEGRATED SCHOOL	STO. DOMINGO SAN ILDEFONSO	RHYS GWYNETH P. REDAUS
ILOCOS SUR	300032	AG-AGRAO NATIONAL HIGH SCHOOL	STA. MARIA	CHESTER ALTARES
ILOCOS SUR	300061	NAGSUPUTAN NATIONAL HIGH SCHOOL	SAN JUAN	KEVIN MAGPALI
ILOCOS SUR	320908	SISIM NATIONAL HIGH SCHOOL	CABUGAO	RYAN P. TACOD
ILOCOS SUR	500347	PUDOC WEST INTEGRATED SCHOOL	TAGUDIN	JAY-AR L. LAZAGA
ILOCOS SUR	500348	SAN VICENTE INTEGRATED SCHOOL	SAN VICENTE	JUMELLE ABERO RAMOS
ILOCOS SUR	320904	BARINGCUCURONG NATIONAL HIGH SCHOOL	SUYO	JES RHENIEL I. BILAOEN
ILOCOS SUR	502099	PAOC INTEGRATED SCHOOL	STA. LUCIA	LEONORA R. CORTEZ
ILOCOS SUR	300055	LIPIT NATIONAL HIGH SCHOOL	CABUGAO	VINCENT ANDREW V. RIGOS
ILOCOS SUR	500599	LIBTONG INTEGRATED SCHOOL	TAGUDIN	ARLIE GRACE AREOLA

ILOCOS SUR	300076	SAN PEDRO NATIONAL HIGH SCHOOL	NARVACAN SOUTH-NAGBUKEL	ERNALYN A. FLOR
ILOCOS SUR	300042	CABITTAOGAN NATIONAL HIGH SCHOOL	STA. CATALINA	ESPERANZA A. REYES
ILOCOS SUR	501746	BUTAC INTEGRATED SCHOOL	SUYO	JANELLE LEONCION
ILOCOS SUR	500597	GARITAN INTEGRATED SCHOOL	TAGUDIN	MARY ANN G. AGUILAN
ILOCOS SUR	300065	PALALI NATIONAL HIGH SCHOOL	STA. LUCIA	GINALYN R. VILOG
ILOCOS SUR	501744	PATUNGCALAO INTEGRATED SCHOOL	CERVANTES QUIRINO	SHARMINE UMANGIL
ILOCOS SUR	300036	SUGPON NATIONAL HIGH SCHOOL	ALILEM-SUGPON	MARICEL A. TULTOG
ILOCOS SUR	501026	BANTUGO-MISSION ITEGRATED SCHOOL	NARVACAN-SOUTH NAGBUKEL	KAREN A. LAGRAN
ILOCOS SUR	502104	DAING INTEGRATED SCHOOL	CERVANTES-QUIRINO	LARLYN B. OJAS
ILOCOS SUR	300048	GREGORIO DEL PILAR NATIONAL HIGH SCHOOL	SALCEDO-GALIMUYOD SIGAY DEL PILAR	AIZA T. ROLDAN
ILOCOS SUR	501027	NAMITPIT INTEGRATED SCHOOL	CERVANTES-QUIRINO	REW GUERRERO
ILOCOS SUR	300070	QUIRINO NATIONAL HIGH SCHOOL	CERVANTES-QUIRINO	DEXTER DOMOGAN
ILOCOS SUR	300073	SALCEDO NATIONAL HIGH SCHOOL	SALCEDO-GALIMUYOD SIGAY DEL PILAR	CHARISMA D. LAO-ENG
ILOCOS SUR	300054	LIDLIDDA NATIONAL HIGH SCHOOL	BANAYOYO LIDLIDDA-SAN EMILIO	IRENE PERALTA
ILOCOS SUR	300074	SAN EMILIO NATIONAL HIGH SCHOOL	BANAYOYO LIDLIDDA-SAN EMILIO	JESSICA F. TANGLIBEN
ILOCOS SUR	300038	BANTAY NATIONAL HIGH SCHOOL	BANTAY	LOUIE P. LOPEZ
ILOCOS SUR	300078	SANTIAGO NATIONAL HIGH SCHOOL	SANTIAGO	JANINA P. VILLANUEVA
ILOCOS SUR	500596	LUNGOG INTEGRATED SCHOOL	NARVACAN NORTH	CLARISSE MAE E. PALACPACCASA
VIGAN CITY	300088	VIGAN NATIONAL HIGH SCHOOL EAST	DISTRICT III	MARK JASON T. RABOY

Annex F: Regional Office Participants

NO.	NAME	OFFICE	DATE/S OF ATTENDANCE
1	Atty. Rhea Joy L. Carbonell	Admin. Div. Proper	May 20-21, 25 June 15-16
2	Ramon O. Caniezo	Admin. Div. Proper	June 15-16
3	Rowie Red N. Balanon	AD- AMS	May 20-21, 25 June 15-16
4	Russell J. Milanes	AD- AMS	May 20-21, 25 June 15-16
5	Reymarc G. Gacayan	AD- AMS	June 15-16
6	Leah M. Paet	AD- Cash Section	May 25 June 15-16
7	Tricia D. Apillanes	AD- Cash Section	May 20-21, 25 June 15-16
8	Georgina N. Nerida	AD- Personnel	May 20-21, 25 June 15-16
9	Laarni Grace F. Madayag	AD- Personnel	May 20-21, 25 June 15-16
10	Herminia F. Anwoju	AD- Personnel	May 20-21, 25 June 15-16
11	Bernardo H. Alcantara, Jr.	AD- RPSU	June 15-16
12	Ronnie Ric Ramirez	AD- RPSU	May 20-21, 25 June 15-16
13	Nhyke Bryan R. Bactat	AD- Records	May 20-21, 25 June 15-16
14	Elvira Q. Bueno	AD- Procurement	June 15-16
15	Marianne P. Lagera	AD- Procurement	May 20-21, 25 June 15-16
16	Ferdinand A. Chan	AD- GSU	May 20-21, 25 June 15-16
17	Claire L. Sibulo	AD- GSU	June 15-16
18	Jan Mau Cornelio B. Florague	AD- Personnel	May 20-21, 25 June 15-16
19	Trishia Mae Domondon	AD- Personnel	May 20-21, 25 June 15-16
20	Phoebhe Anne Marie Hafalla	Admin. Div. Proper	May 20-21, 25 June 15-16
21	Dante B. Carbonell	AD- GSU	May 20-21, 25 June 15-16
22	Jayvie B. Nepomuceno	AD- GSU	May 20-21, 25 June 15-16
23	Jerry Aromin	AD- GSU	June 15-16