



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

2607-91

06 JUL 2026

Division Memorandum
No. 513 s. 2026

ASSIGNMENT ORDER OF PROJECT DEVELOPMENT OFFICER I

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 should have one (1) PDO I 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 Project Development Officer I.
3. Enclosed herewith is the summary of the new school assignment of Project Development Officer I (Annex A).
4. During the transition period, newly hired Project Development Officer I personnel shall report to their designated stations every Friday. To facilitate the proper turnover of duties and responsibilities and to assist the newly hired Project Development Officer I personnel, the new school assignments of the current Project Development Officer I personnel shall take effect only on **July 16, 2026**.
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 15, 2026.
6. Immediate and widest dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

06 JUL 2025

RELEASED

VILMA D. EDA CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com



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Annex A: Summary of New School Assignment of PDO I

Item #	Name of PDO I	Address	Main School	Cluster Schools
PDO1-60091-2023	Mark Linn Ricotoso	Ayusan Sur, Vigan City	Tamag Elementary School	Salindog, Pong-ol, Barraca ES Ayusan-Paoa ES Bulala-Paratong ES Vigan National High School West
PDO1-60090-2023	Alma Inamorata Nebab	Pagburnayan, Vigan City	Capangpangan Elementary School	Gov. Evaristo Singson II Memorial School Mindoro ES Burgos Memorial School West Burgos Memorial School East
PDO1-60298-2026	Clarence Pe Benito	Pagburnayan, Vigan City	Vigan Central School	Cabaroan-Cabalangegan ES San Julian ES Pantay Integrated School Jose Singson ES
PDO1-60300-2026	Adelmar Paeta	Sto. Domingo Ilocos Sur	Vigan National High School East	Raois ES Rugsuanan-Purok ES Camanggaan ES Nagsangalan ES
PDO1-60299-2026	Bennevic Tabisula	San Julian, Vigan City	Ilocos Sur National High School - JHS	Ilocos Sur National High School -SHS



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