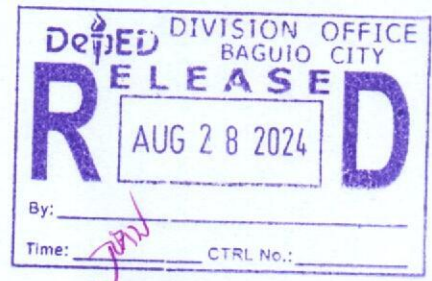




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



August 28, 2024

DIVISION MEMORANDUM

No. **168-2024**

**REORGANIZATION OF WORKSTATION ASSIGNMENTS FOR THE
 PROJECT DEVELOPMENT OFFICERS I**

To: Public School District Supervisors
 Public School Heads
 Teaching and Non-Teaching Staff
 All Others Concerned

1. To further enhance efficiency in managing the clustering of schools based on their proximity, this Office has reorganized the workstation assignments of the Project Development Officers I (PDOs I). This reorganization is designed to better support strategic alignment with the geographical groupings of schools, facilitating smoother coordination and improved service delivery.

2. The workstation assignments, effective September 3, 2024, are as follows:

DISTRICT	NAME	PRIMARY SCHOOL	SECONDARY SCHOOLS
2	ONGNGAD, AIRA MAE L.	Fort del Pilar ES	Fort del Pilar NHS Kias ES
3	PEDRALVEZ, LOUISA W.	SPED Center	Loakan ES Hillside NHS
4	OLATIC, RODALYN B.	Dona Aurora ES	Dona Nicasia Puyat ES Don Mariano Marcos ES
5	SAPALONG, FERDINAND S.	Dontogan ES	Sto. Tomas ES Adiwang ES
6	ALMONTE, CLOUDETH L.	Josefa Cariño ES	Baguio Central ES Aguinaldo ES
7	SEBASTIAN, SARAH JOY F.	Quezon Hill ES	Quezon Hill NHS San Carlos ES
8	MAYAO, SHERIELYN B.	Pinsao NHS	Pinsao ES Fairview ES
9	CALABIAS, LEAH MARIE E.	Pinget NHS	Pinget ES Alfonso Tabora ES
10	ALO, REYMART A.	Bakakeng ES	Bakakeng NHS Dona H. Bueno ES

3. The PSDS will assist in devising a mechanism for the reporting schedule of the PDOs to their assigned cluster schools, ensuring that the primary school will have longer reporting hours.

4. The school head of the primary school will sign the Application for Leave (Form 6), Daily Time Record (Form 48), Locator Slip, etc., of the aforementioned personnel. Moreover, their performance rating will be assessed by the school head of the primary school and reviewed/approved by the Chief Education Supervisor (CES) of the School Governance Operations Division (SGOD).

5. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

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