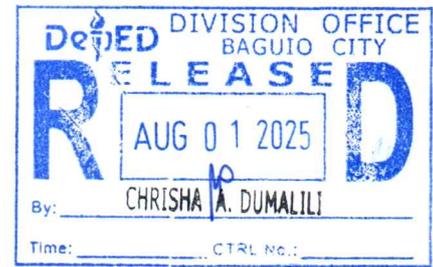




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



31 July 2025

DIVISION MEMORANDUM

No. **448-2025**

DEPLOYMENT OF NEWLY HIRED ADMINISTRATIVE OFFICERS II AND REASSIGNMENT OF EXISTING PERSONNEL

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

1. In line with the recent appointments and the Division's continuous efforts to enhance operational efficiency and service delivery, please be informed of the following personnel deployments and reassignments:

| NAME | POSITION | SCHOOL ASSIGNMENT |
|--------------------------|-----------------|--------------------------|
| Elementary | | |
| Bohol, Randy R. | AO II | Irisan ES |
| Cacho, Engelbert A. | AO II | Lucban ES |
| Channas, Andrea May A. | AO II | Laurel ES |
| Hull, Alma G. | AO II | Pinsao ES |
| Musni, Alyssa T. | AO II | Happy Hollow ES |
| Santiago, Arianne P. | AO II | Kias ES |
| Secondary | | |
| Alfonso, Kate D. | AO II | BCNHS-Fort Del Pilar NHS |
| Bacoco, Mary Gracelle D. | AO II | San Vicente NHS |
| Bosaing, Bryan Jones M. | AO II | Pinget NHS |
| Celeste, Joan Marie B. | AO II | Quezon Hill NHS |
| Cosi, Fevie B. | AO II | Mil-an NHS |
| Corapan, Jess O. | AO II | Pinsao NHS |
| Dilla, Arlene A. | AO II | Magsaysay NHS |
| Padonga, Cherry B. | AO II | Irisan NHS |
| Pasul, Evelyn A. | AO II | Roxas NHS |
| Posadas, Cherish R. | AO II | Dominican-Mirador NHS |
| Sanchez, Lorena A. | AO II | Doña Aurora NHS |
| Regacho, Shirley C. | AO II | Bakakeng NHS |
| Rimalos, Perla J. | AO II | Happy Hollow NHS |
| Sacyaten, Jordine N. | AO II | Rizal NHS |
| Ramos, Sheler D. | AO II | Guisad Valley NHS |
| Sigman, Lany L. | AO II | Sto. Tomas NHS |
| Simon, Jahnet R. | AO II | Lindawan NHS |
| Agpawa, Junavy B. | ADAS III | Baguio City HS |
| Dayao, Freddie A. | ADAS II | Pines City NHS |
| Integrated School | | |
| Arciaga, Frederick L. | AO II | Crystal Cave IS |



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| SDO | |
|----------------------|--------|
| Agang-ang, Rowena S. | AO II |
| Ongngad, Aira Mae L. | AO II |
| Binguit, Joanne A. | ADA IV |
| Garcia, Riza T. | ADA IV |
| Banggawan, Devina B. | ADA IV |

2. All of the above-mentioned personnel are enjoined to submit their clearance from their previous office to the Division HRMO. They are also requested to secure their Assignment Orders from Ms. Ma. Louella Moncada.

3. This deployment and reassignment will take effect on August 1, 2025. However, proper turnover procedures must be observed, especially by personnel promoted from within the Division (e.g., Bookkeeper, ADAS, etc.) who manage financial transactions and other vital responsibilities, before fully assuming their duties as Administrative Officer II. The ADAS III and ADA IV personnel who are being transferred to other stations but will retain their current positions must likewise observe proper turnover procedures before assuming their duties at their new stations.

4. School heads are encouraged to facilitate the completion of tasks by the aforementioned personnel in their previous offices. During this period, personnel are required to use locator slips whenever they are away from their designated workstations.

5. For information, guidance and strict compliance.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 