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

DepED DIVISION OFFICE BAGUIO CITY
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By:
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November 18, 2026

DIVISION MEMORANDUM
No. 790-2026

DISSEMINATION OF THE DESIGNATIONS OF ASSISTANT SCHOOL HEADS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. In line with the Division's continuing efforts to strengthen school leadership and management, this Office hereby disseminates the designations of Assistant School Heads in identified schools in the Division, effective November 16, 2026 until the end of the School Year 2026-2027.

2. The designated Assistant School Heads and their corresponding schools of assignment are listed below:

Name of Designated Personnel	School of Assignment
1. Marvin Dean R. Carreon	Baguio City High School-Junior High
2. Nino E. Martinez	Guisad Valley National High School
3. Christian Alexander K. Dalog	Baguio City Science High School
4. Denver G. Aliwana	Mil-an National High School
5. Maria Teresa B. Macasinag	Rizal National High School
6. John Dee V. Cayso	Irisan National High School
7. Victor U. Sotelo, Jr.	Quezon Hill National High School
8. Patricio K. Chap-as	Pinget National High School
9. Josie Jane D. Padio-an	Apolinario Mabini Elementary School
10. Charmaine W. Soriano -	Baguio Central School
11. Marilyn G. Sucte	Elpidio Quirino Elementary School

3. The designated Assistant School Heads shall assist the Principal/School Head in the administrative and functional supervision of the daily operations of the School, including learner formation and support services, as well as the administrative, technical, and financial aspects of school management. Their responsibilities shall also include facilitating the professional development of non-teaching personnel, supporting the continuous improvement of school systems and processes, coordinating with external partners and stakeholders, and serving as Learner Formation Officers (LFOs) responsible for promoting a safe and respectful learning environment.

4. The designated Assistant School Heads shall work in close coordination with and report directly to their respective Principals/School Heads. All concerned School Heads are enjoined to provide the necessary support and guidance to ensure the effective performance of their assigned functions.

5. For information and guidance.

SORAYA T. FACULO PhD, **CESO V**
Schools Division Superintendent

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