

RELEASED
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09 February 2016

DIVISION MEMORANDUM

RECORDS SECTION

No. 44

s. 2016

RESTRUCTURING THE PHYSICAL FACILITIES AND NEW OFFICE ASSIGNMENTS OF SCHOOLS DIVISION OFFICE (SDO) PERSONNEL

To: Assistant Schools Division Superintendents
 Chiefs, CID and SGOD
 Education Program Supervisors (EPS) and Public Schools District Supervisors (PSDS)
 Public and Private Elementary and Secondary School Heads
 All SDO Personnel and Others Concerned

1. In order to facilitate the delivery of different services of the restructured and new organizational set-up of the Schools Division Office (SDO) under DepED Rationalization Program, this Office is restructuring the physical facilities and office assignment of personnel effective **February 09, 2016**.

2. The clustering of offices which is divided into three major divisions are reflected below with their respective office assignments as follows:

a. Office of the SDS

- | | |
|--|---|
| 1. Office of the SDS Proper, ASDS, Records
Administrative, COA, Personnel, Supply | Ground Floor, Main Building |
| 2. Finance Services - Accounting | Ground Floor, Extension Building |
| 3. ICT Services | 2 nd Floor, Main Building |
| 4. Cash, Budget and Legal Services | 2 nd Floor, Extension Building |

b. Curriculum Implementation Division (CID)


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|--|--------------------------------------|
| 1.) CID Chief and EPSs | 2 nd Floor, Main Building |
| 2.) Communication Arts EPS, LRMS and ALS Library Hub | |

c. Schools Governance and Operations Division (SGOD)

- | | |
|---|---|
| 1.) SGOD Chief, SEPS, EPS-II, PO, PDO,
School Health and Nutrition Section | 2 nd Floor, Main Building |
| 2.) Educational Facilities | 2 nd Floor, Extension Building |

3. The personnel who will be assigned in the proposed Office of the Frontline Services shall be announced in a separate Memorandum.

4. For information, guidance and compliance.


RONALDO A. POZON, Ph.D., CESO V
 Schools Division Superintendent

Encl. As stated.
 Reference: DepED Rationalization Structure Program SDO Functions

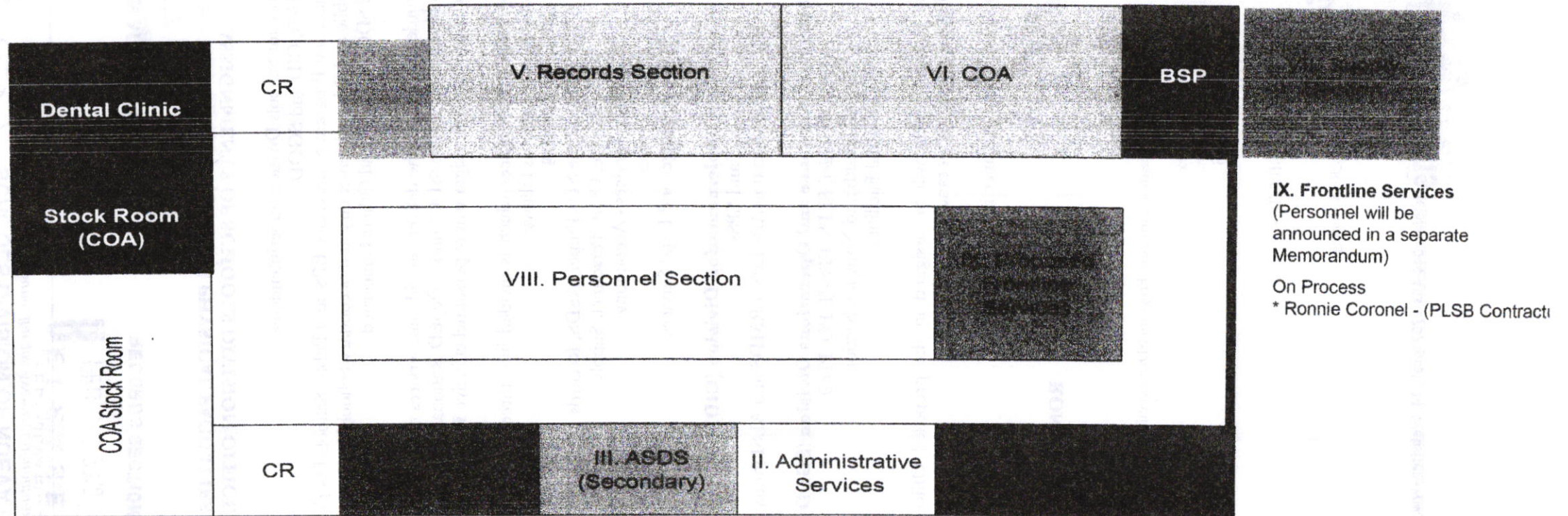
To be indicated in the Perpetual Index
 under the following subjects:
 ASSIGNMENTS
 OFFICES
 PERSONNEL
 PHYSICAL FACILITIES

ESS_Memo_Office_Restructuring
 ASDS_02_09_16



DEPED NUEVA ECIJA
GREATER HEIGHTS
 To God be the glory

SCHOOLS DIVISION OFFICE - Main Building - Ground Floor



I. Office of the SDS Proper

1. Ronaldo A. Pozon, Ph.D., CESO V - SDS
2. Anita S. Bolisay - Admin. Asst. II (CTI)
3. Andrylyn Aldama - Admin Aide VI
4. Elias Trajano - Admin Aide III (CTI)
5. Raymundo Reyes - Admin. Aide IV
6. Ryan Ray Cortez - Admin Aide I (CTI)

II. Office of the Administrative Services

7. Orlando C. De Leon - AO V
8. Christian Tumamos - Admin Aide VI
9. Marlyn D. Manahan - (Contractual)
10. Felipe Alla - Admin. Aide I (CTI)

III. Office of the ASDS (Academics/Instruction)

11. Johanna N. Gervacio - OIC-ASDS
12. Mark Kenneth E. Mendoza - (Contractual)

IV. Office of the ASDS (Leadership/Management)

13. Ericson S. Sabacan - OIC-ASDS
14. Paul G. Salcedo - Admin. Aide VI (Temporary) BAC
15. Francis Philip E. Nieva - (Contractual)

V. Office of the Records Section

16. Maria Forisa G. Ariola - AO IV
17. Ronaldo M. Lugod - Admin. Aide II (CTI)
18. Angela E. Aleta - Admin. Aide I (CTI)
19. Marcelo M. Herrera - Admin Aide III (CTI)
20. Maricel S. Cabrera - (Contractual)

VI. Office of the COA

21. Teresita S. Grande - State Auditor IV
22. Karen G. Esguerra - State Auditor I
23. Sheeryl Marie B. Dela Cruz - State Auditor I
23. Rodelito C. Eufemia - J.O.

VII. Office of the Supply Section

24. Melanie DC. Ferry - (Contractual)
25. Sharon C. Dela Cruz - (Contractual)
26. Ricardo Escobar - (Contractual)
27. Maricar P. Regendin - J.O.
28. Vida Andrea B. Santos - J.O.
29. Justine D. Deus - J.O.
30. Amelia M. Martin - AO IV
31. Marcela Dela Cruz - Admin. Aide I (CTI)
32. Marlon Badion - Admin Aide VI
33. Celeste Lazaro - (Contractual)

VIII. Office of the Personnel Section

34. Ceasar Lopez, Ph.D. - AO IV - HRMO
35. Neolito Aldama - Admin. Aide VI
36. Marilou Javier - Admin Aide II (CTI)
37. Elsie G. Baligod - Admin Aide I (CTI)
38. Jan Michael F. Angeles - (Contractual)
39. Camille A. Tolentino - Contractual
40. Lorenza Caro - (Contractual)
41. Jose Marie Ramirez - (Contractual)
42. Lorei Ann De Leon - (Contractual)
43. Guiller B. Mamacalay - (Contractual)