



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

05 February 2024

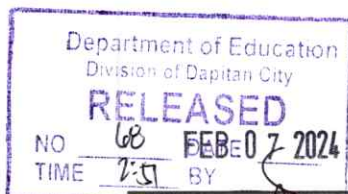
DIVISION MEMORANDUM

NO. 68 s. 2024

**CLUSTERING OF SCHOOLS AND REDEPLOYMENT OF NON-TEACHING PERSONNEL
IN SCHOOLS IN COMPLIANCE TO DEPED ORDER No. 002, s. 2024**

To: Public Schools District Supervisors/PICDs
Public Elementary and Secondary School Heads
School Administrative Officers II
Other Non-Teaching Personnel
All Others Concerned

1. In support to the **MATATAG Agenda** which aims to provide adequate manpower complement in all public schools to **give support for teachers to teach better**, the Department of Education has recently issued DepEd Order No. 002, s. 2024 on the **Immediate Removal of Administrative Tasks of Public School Teachers** which reinforces its initiative aimed at unloading teachers from administrative or non-teaching tasks for them to focus on providing quality instruction.
2. To ensure the smooth and effective implementation of such DepEd Order, the Schools Division of Dapitan City has implemented clustering strategies as enshrined in the DO 2, s. 2024 and in accordance with the deployment parameters issued by the Bureau of Human Resource and Organizational Development (BHROD).
3. Per DO 2, s. 2024, administrative tasks shall be removed from the workload of teachers, without prejudice to the teacher's ancillary tasks. **School Heads and non-teaching personnel shall have the sole responsibility to perform the administrative tasks** such as, but not limited to the following:
 - a. Personnel Administration
 - b. Property/Physical Facilities Custodianship
 - c. General Administrative Support
 - d. Financial Management
 - e. Records Management
 - f. Program Management (Feeding, School DRRM, Other related programs)
4. Enclosed is Annex A – Non-Teaching Personnel Cluster Report which contains the clustering of schools, the corresponding Administrative Officers II and Project Development Officers I deployed / redeployed as well as the List of Isolated/Outlier Schools which will be assigned personnel under Contract of Services (COS) or Job Order (JO).
5. For immediate and strict compliance.



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Schools Division Superintendent



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**DEPARTMENT OF EDUCATION
NON-TEACHING PERSONNEL CLUSTER REPORT**

ANNEX A.1

**Region: IX
Division: DAPITAN CITY
No. of schools: 61
No. of non-teaching personnel:**

Plantilla Number	Position (AO II/PDO I)	Name of Incumbent	School ID	School Name	District	SCHOOLS IN THE DISTRICT		Justification/s
						District ID	District Name	
OSEC-DECSB-ADOP2-570003-2021	Administrative Officer II	Maribel C. Eldian	303877	1. Barcelona NHS	Barcelona District			
			125912	Barcelona CS				
		Nerissa T. Luang	303881	2. Ilaya NHS				
			125916	Ilaya ES				
		Carmille S. Gaburno	125911	3. Baao ES				
			125921	Yabu ES				
		Annie Lyn S. Trumata	125913	4. Burgos ES				
OSEC-DECSB-ADOP2-570001-2023	Administrative Officer II	Charmaine Marie S. Cagandahan	125915	Hilltop ES				
			125919	5. Oyan ES				
			125920	Tamion ES				
OSEC-DECSB-ADOP2-570452-2022	Administrative Officer II	Jerene E. Sarmiento	125914	6. Divaan ES				
			125918	Marla Uray ES				
OSEC-DECSB-ADOP2-570450-2022	Administrative Officer II	Nathaniel A. Mendiola	303878	1. Baylimango NHS	Baylimango District			
			125925	Baylimango CS				
		Carleen M. Cardeno	303882	2. Oro NHS				
			125932	Oro ES				
		Michelle Myrth B. Polio	500675	3. Kauswagan IS				
			125928	Daro ES				
		Judcel G. Tomogsok	125927	4. Carang ES				
OSEC-DECSB-ADOP2-570467-2022	Administrative Officer II	Junnele C. Jaralve	125924	Banbanan ES				
			303879	5. Dakak NHS				
			125926	Canlucani ES				
OSEC-DECSB-ADOP2-570466-2022	Administrative Officer II	Lora Wenella M. Amores	125935	6. Tagulion ES				
			125934	Sro. Nino ES				
OSEC-DECSB-ADOP2-570004-2021	Administrative Officer II	Mark B. Recamara	501788	7. Guimputan IS				
			125936	Tag-ulo ES				
OSEC-DECSB-ADOP2-570465-2022	Administrative Officer II	Ritchel Q. Abila	125938	1. Dapitan City CS	Dapitan Central District			
			197001	Dapitan SPED Center				
		Catherine V. Acoymo	125939	2. DC Experimental ES				
			125939	Simonoc ES				
OSEC-DECSB-ADOP2-570464-2022	Administrative Officer II	Grace B. Elumbaring	501298	3. Talisay IS				
			125941	4. Ma. Cristina ES				
OSEC-DECSB-ADOP2-570457-2022	Administrative Officer II	Janen O. Potoy	125937	Capucao ES				

OSEC-DECSB-ADOF2-570002-2021	Administrative Officer II	Jhonilyn D. Macapañas	125942	5. Polo ES				
OSEC-DECSB-ADOF2-570455-2022	Administrative Officer II	Ruth B. Abapo	125940	Lawaan ES				
OSEC-DECSB-ADOF2-570460-2022	Administrative Officer II	Medar E. Padoa, Jr.	303880	6. Dapitan City NHS				
OSEC-DECSB-ADOF2-570459-2022	Administrative Officer II	Gil D. Javier	303880	1. Aeniero NHS				
OSEC-DECSB-ADOF2-570456-2022	Administrative Officer II	Jeffrey G. Jumalon	125951	2. San Nicolas ES				
OSEC-DECSB-ADOF2-570455-2022	Administrative Officer II	Francisco E. Jatco	125950	San Francisco ES				
OSEC-DECSB-ADOF2-570167-2023	Administrative Officer II	Carol J. Bael	125948	3. Masidlakon ES				
OSEC-DECSB-ADOF2-570461-2022	Administrative Officer II	Jillhise J. Sellote	306268	4. Sigayan SS				
OSEC-DECSB-ADOF2-570449-2022	Administrative Officer II	May C. Seguin	125961	5. Dampalan ES				
OSEC-DECSB-ADOF2-570463-2022	Administrative Officer II	Mariel P. Elumbaring	125954	6. Dampalan SS				
OSEC-DECSB-ADOF2-570462-2022	Administrative Officer II	Geraldine Q. Bulay-og	306269	Potungan NHS				
OSEC-DECSB-ADOF2-570451-2022	Administrative Officer II	Marte D. Medija	303883	Potungan CS				
OSEC-DECSB-ADOF2-570166-2020	Administrative Officer II	Cyver O. Dalman	125949	1. Sulangon CS				
OSEC-DECSB-PDO1-570087-2023	Project Development Officer II	Irmachelle O. Aeoymo	125955	2. Sicayab ES				
OSEC-DECSB-PDO1-570086-2023	Project Development Officer II	Anna Prees A. Mangubat	125957	3. San Pedro IS				
OSEC-DECSB-PDO1-570088-2023	Project Development Officer II	Vergil S. Egua	125951	4. Larayan ES				
OSEC-DECSB-PDO1-570089-2023	Project Development Officer II	Janet C. Estolga	125946	5. Sulangon NHS				
			125947	1. Larayan ES				
				San Vicente ES				
				Ilava ES				
				2. Dapitan City CS				
				Dapitan Experimental E				
				Owaon ES				
				3. San Nicolas ES				
				San Francisco ES				
				Sigayan ES				
				4. Opa ES				
				Dampalan ES				
				Masidlakon ES				

Prepared and Reviewed by:

AMTYHSO FAITH O. DIAO
Administrative Officer IV (Personnel)

Certified Correct:

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Schools Division Superintendent

501789 Allguay IS Island School