



**DIVISION MEMORANDUM**

No. 38, s. 2020

**RECLUSTERING OF SENIOR HIGH SCHOOLS FOR ADMINISTRATIVE OFFICER II, REGISTRAR I,  
PROJECT DEVELOPMENT OFFICER I (YOUTH FORMATION) AND NURSE II**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public School District Supervisor  
Senior High School Principals  
Administrative Officer II, Registrar I, PDO I (Youth Formation), Nurse II

1. Effective February 3, 2020, the following shall be the new clustering for Senior High School Non-Teaching Personnel:

**CLUSTER I**

| Name of School              | MOOE Allocation  | SHS Non-Teaching Personnel Assigned   |
|-----------------------------|------------------|---|
| Binicuil NHS                | 616,000          | <b>Administrative Officer II</b><br>1. Diogenes Talaban<br>2. Cherry Manzano<br><b>Registrar I</b><br>1. Mae Dacudag<br>2. Jane Marie Cuizon<br><b>PDO I (Youth Formation Officer)</b><br>1. Dexyl Garl G. de Jesus<br><b>Nurse II</b><br>1. Vida Grace R. Moreno |
| Camansi NHS                 | 322,000          |   |
| Florentino Galang Sr NHS    | 1,491,000        |   |
| Kabankalan NHS              | 143,000          |   |
| Tan-awan NHS                | 249,000          |   |
| Carol-an NHS                | 328,000          |   |
| <b>TOTAL CLUSTERED MOOE</b> | <b>3,149,000</b> |   |

**CLUSTER II**

| Name of School              | MOOE Allocation  | SHS Non-Teaching Personnel Assigned   |
|-----------------------------|------------------|---|
| Tapi NHS                    | 690,000          | <b>Administrative Officer II</b><br>1. Gerald Gerale<br>2. Godivah Seguero<br><b>Registrar I</b><br>1. Eva Amandoron<br>2. Chelo Taladua<br><b>PDO I (Youth Formation Officer)</b><br>1. Gerald B. Tampico<br><b>Nurse II</b><br>1. Noemi Baranao |
| Tabugon NHS                 | 807,000          |   |
| Inapoy NHS                  | 141,000          |   |
| Pinaguinpinan NHS           | 109,000          |   |
| Bantayan NHS                | 647,000          |   |
| Salong NHS                  | 302,000          |   |
| Tampalon NHS                | 352,000          |   |
| <b>TOTAL CLUSTERED MOOE</b> | <b>3,048,000</b> |   |

2. This clustering shall be the basis for all senior high school non-teaching personnel in dispensing their duties and functions as stipulated in DepEd Order No. 19, s. 2016 which are as follows:

**A. Administrative Officer II**

- a. Responsible for the execution and continuous improvement of the administrative process of the school including budget, planning and preparation of financial reports, subject to the approval of the School Head or Principal; and
- b. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head

**B. Registrar I**

- a. Receives, updates, and maintains the records, reports, and documents of the school, its staff and learners;
- b. Manages and updates the Learner Information System (LIS);
- c. Ensures an efficient process of registration and enrollment;
- d. Facilitates the process of releasing records of the school, staff and learners to the necessary institutions; and
- e. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head;

**C. Project Development Officer I (Youth Formation)**

- a. Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extra-curricular clubs and programs;
- b. Manages and monitors the implementation of the career guidance program in senior high schools; and
- c. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

**D. Nurse II**

- a. Provides health and nutrition services to the schools within a division; •
- b. Assists in the implementation of the school's health and nutrition program; and •
- c. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division (SGOD) at the SDO.

3. This memo shall likewise be the basis for the Schools Division Superintendent or her duly authorized representative, who approves the Travel Order to identify which school will shoulder traveling expenses incurred by any SHS non-teaching personnel.

4. On the basis of distance from the Schools Division Office, the strategic place of assignments of all SHS non-teaching personnel shall be:

**Cluster I      Binicuil NHS**  
**Cluster II      Salong NHS**

5. Immediate and wide dissemination of this memorandum is desired.

  
**PORTIA M. MALLORCA, Ph.D., CESO V**  
*Schools Division Superintendent* 