



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 126, 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. In the new normal due to Covid-19 pandemic, there would be a **Re-clustering of Senior High School Non-Teaching Personnel** in the Schools Division of Kabankalan City effective **July 22, 2020**.
2. The objective of this re-clustering are as follows:
  - a. Proximity of workstation and their respective residencies;
  - b. Stable internet connectivity in the station near city proper;
  - c. Safety and protection against the local transmission of virus (if any);
  - d. Less demand of the Accessibility of transportation.

NAME	DESIGNATION	CLUSTERED SCHOOLS	STATION
Mae C. Dacudag	Registrar I	Florentino Galang Sr. NHS Carol-an NHS	Florentino Galang Sr. NHS
Gerard G. Gerale	Administrative Officer II	Hinapunan Integrated School Tagukon NHS	
Eva D. Amandoron	Registrar I	Bantayan NHS Tampalon NHS	Talubangi NHS
Godivah L. Segurio	Administrative Officer ii	Pinaguinpinan NHS Inapoy NHS Talubangi NHS	
Jane Marie L. Cuizon	Registrar I	Tabugon NHS Camansi NHS	Kabankalan NHS
Diogenes Talaban	Administrative Officer II	Tan-awan NHS Kabankalan NHS Magballo NHS	
Chelo D. Taladua	Registrar I/Division LIS Coordinator	Binicuil NHS Salong NHS Tapi NHS	Binicuil NHS/SGOD
Cherry T. Manzano	Administrative Officer II	Bantayan NHS-Baras Diutay Locotan NHS	Binicuil NHS
Vida Grade R. Moreno	Nurse II	Florentino Galang Sr. NHS Salong NHS Hinapunan Integrated School Tagukon NHS Camansi NHS	SGOD
Dexyl Garl G. de Jesus	PDO I	Tan-awan NHS Kabankalan NHS Binicuil NHS	

Noemi Baranao	Nurse II	Carol-an NHS Bantayan NHS Tampalon NHS Pinaguinpinan NHS Inapoy NHS	SGOD
Gerald B. Tampico	PDO I	Talubangi NHS Tabugon NHS Magballo NHS Tapi NHS Bantayan NHS-Baras Diutay Locotan NHS	

3. 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**

- 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
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

**B. REGISTRAR**

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

**C. NURSE II**

- Provides health and nutrition services to the schools within the division;
- Assists in the implementation of the school's health and nutrition programs; and
- 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. PROJECT DEVELOPMENT OFFICER I (YOUTH FORMATION)**

- Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupils Government (SPG) or Supreme Student Government (SSG) as well as other co-curricular and extracurricular clubs and programs;
- Manages and monitor the implementation of the career guidance program in senior high schools; and
- 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.

4. 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.

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

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



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