



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

DIVISION MEMORANDUM

No. 007, s. 2022

JAN 12 2022

CLUSTERING OF SENIOR HIGH SCHOOLS FOR ADMINISTRATIVE OFFICER II AND REGISTRAR I POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public School District Supervisor
Division Senior High School Coordinator
Administrative Officer V
All Others Concerned

1. Effective **January 3, 2022**, the following shall be the new clustering for Senior High School Registrars and Administrative Officers:

SCHOOL CLUSTER	ADMINISTRATIVE OFFICER II	REGISTRAR I
Main Station: Kabankalan NHS Clustered Schools: Tan-awan NHS Camansi NHS Tampalon NHS	Diogenes M. Talaban III	Eva A. Amandoron
Main Station: Tapi NHS Clustered Schools: Salong NHS Binicuil NHS Talubangi NHS Magballo NHS	Godivah L. Seguero	Chelo D. Taladua
Main Station: Tabugon NHS Clustered Schools: Bantayan NHS Bantayan NHS-Baras Diutay Extension Inapoy NHS Pinaguinpinan NHS Locotan NHS	Vacant	Darren Grace dela Calzada
Main Station: Florentino Galang Sr NHS Clustered Schools: Carol-an NHS Tagukon NHS Hinapunan NHS	Gerald G. Gerale	Mae C. Dacudag

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:



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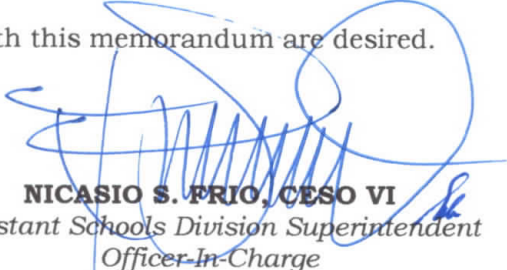
A. Administrative Officer II

- 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;

3. The assigned Administrative Officers and Registrars per cluster shall have their permanent station at the main schools reflected in the above table. Therefore, their Daily Time Record (DTR), Workweek Plan, Leave Forms, Individual Performance and Commitment Review Form (IPCRF) and other administrative-related activities shall be the accountability of the School Principal of the main school of the cluster.
4. It is also understood that school heads of cluster-schools shall coordinate with the main school head in connection with the dispensing of performance of duties and functions of AO II and Registrars I herein evaluated in Item 2.A and Item 2.B.
5. Travelling expenses incurred by these SHS personnel in the conduct of their duties and functions to schools within their cluster shall be charged to the MOOE of the main school subject to existing accounting rules and regulations. Further, school heads of main schools shall provide necessary equipment, furniture, and other office supplies to their assigned SHS personnel.
6. Immediate dissemination and compliance with this memorandum are desired.


NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

