



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
**Division of Cebu Province**

**Office of the Schools Division  
 Superintendent**

February 15, 2022

DIVISION MEMORANDUM

No. **037**, s. 2022

**ASSIGNMENT OF OFFICE PERSONNEL TO THE DIVISION OF CEBU PROVINCE  
 SUB- OFFICES**

To: Assistant Schools Division Superintendents  
 Chief, CID and SGOD  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. To facilitate the smooth operations of the Division Sub- Offices and ensure that transactions/immediate concerns are acted upon and enhance the receiving and releasing of documents, the following personnel are hereby assigned to the Division Sub-Offices:

| <b>Sub-Office</b>   | <b>Caretaker</b>             | <b>Section</b>                 | <b>Person In-Charge</b>  |
|---------------------|------------------------------|--------------------------------|--|
| <b>Medellin</b>     | <b>Dr. Clavel Salinas</b>    | Admin Matter/HR & Supply       | Mae Ann Oquina<br>Eljomar M. Marfa<br>Christian Real Verallo     |
|                     |                              | Accounting & Remittance        | Doris Mejares<br>Gary Montecillo                                 |
|                     |                              | Records                        | Carlo Sabrido  |
|                     |                              | Disbursing                     | Doris Mejares  |
|                     |                              | ICT                            | Gladys Invento   |
|                     |                              | Legal (school lot issues only) | Rica Roble<br>Lito Petago  |
| <b>Balamban</b>     | <b>Mrs. Nenita Jaralve</b>   | HR & Supply                    | Joren Jezely Palicte<br>Geraldyn Nardo<br>Heide F. Omang         |
|                     |                              | Accounting & Remittance        | April Pilapil<br>Reino Pasay                                     |
|                     |                              | Records                        | Gilma Mangubat   |
|                     |                              | Admin Matter & Disbursing      | Cielo Marie Generale   |
|                     |                              | ICT                            | Fritz Mahilum  |
|                     |                              | Legal (school lot issues only) | Helen Teo<br>Judilyn Suguib                                      |
| <b>Liloan</b>       | <b>Mr. Chaney Gulfan</b>     | HR & Supply                    | Emmanuel M.Lavador<br>Imee C. Abriol<br>Ma.Fe Consuelo Paradiang |
|                     |                              | Accounting & Remittance        | Daryl Codilla<br>Archie Diolan                                   |
|                     |                              | Records                        | Ace Perales<br>Jose Aclan  |
|                     |                              | ICT                            | Jessa Leones   |
|                     |                              | Legal (school lot issues only) | Maria Gadi Vilua<br>Carmelito Lauron Jr.                         |
|                     |                              |                                | Annalene A. Dayuja<br>Hyriel E. Sarita<br>James Scott V. Sanie   |
| <b>San Fernando</b> | <b>Dr. Pamela A. Rodemio</b> | HR & Supply                    |  |

|                  |                                    |                                |  |
|------------------|------------------------------------|--------------------------------|--|
|                  |                                    | Accounting & Remittance        | Goldie Malazarte<br>Hyriel Sarita  |
|                  |                                    | ICT                            | Marlon Canonera  |
|                  |                                    | Medical                        | Josefina Perales   |
|                  |                                    | SGOD                           | Dr. Victor Ybanez  |
|                  |                                    | Legal (school lot issues only) | Luzminda Geonzon   |
| <b>Dalaguete</b> | <b>Mrs. Maria Socorro Relacion</b> | HR & Supply                    | Meljorie O. Magsayo<br>Bethany B. Uraca<br>Haydee M. Perez                 |
|                  |                                    | Accounting & Remittance        | Maureen Salinas  |
|                  |                                    | Disbursing                     | Josephine Lumibag<br>Maureen Salinas                                       |
|                  |                                    | ICT                            | Pearl Pacatang   |
|                  |                                    | Medical                        | Charity Buenconsejo  |
|                  |                                    | CID                            | Cecilia Cartilla   |
|                  |                                    | Legal (school lot issues only) | Marilou Larona<br>Fatima Solis   |
| <b>Badian</b>    | <b>Mr. Louie Monteroso</b>         | HR & Supply                    | Rhea Grace B. Ferrolino<br>Ligaya H. Bayonas<br>Maria Carolyn A. Ferrolino |
|                  |                                    | Accounting                     | Al Ryan Abenido  |
|                  |                                    | Disbursing                     | Yvonne Delicano  |
|                  |                                    | Medical                        | Christian Templado   |
|                  |                                    | CID                            | Dr. Minerva Zozobrado  |
|                  |                                    | ICT                            | Luzviminda Absin   |
|                  |                                    | Legal (school lot issues only) | Flor Redoble<br>Candida Purgatorio   |

2. The herein identified personnel are directed to report to the Division Sub- Offices every Wednesday to Friday each week. They however have to report to the Division office Main every Monday and Tuesday each week. School Administrators who are included in the list to perform certain tasks are required to report **(in alternate)** only every Tuesday at the Sub- Office to ensure that their functions in schools are not jeopardized.

3. Division Sub- Office Caretakers are directed to monitor the attendance of the identified personnel during the days that they are reporting to the sub-offices.

4. It is also reiterated that Sub- Office Caretakers shall coordinate their activities to the Assistant Schools Division Superintendent assigned in the area especially on matters which are administrative and supervisory in nature.

5. Wide dissemination and strict compliance with this Memorandum are hereby requested.

**MARILYN SANDALES Edd, CESO V**  
Schools Division Superintendent

MSA/LMD/asds dizon



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