



August 10, 2017

**DIVISION MEMORANDUM**

No. 504, s. 2017

**DETAILED PERSONNEL IN THE DIVISION WHO ARE PROMOTED TO ADOF 2 &  
REGISTRAR 1 (SHS)**

**To: Assistant Schools Division Superintendent  
Public Schools District Supervisors/OICs  
School Heads/Caretaker  
Section Heads  
All Others Concerned**

1. To maximize the utilization of Human Resource following personnel status in this Office, the names indicated herewith whose promotion appointment was already attested by the Civil Service Commission, are hereby directed to report to the their school assignment immediately to give justice of the Rationalization Plan and to serve the schools offering Senior High School Program.

NAME	POSITION	SCHOOL ASSIGNMENT	DETAILED SECTION
Camposo, Reina Cres N.	Registrar 1	Liloan NHS	Accounting
Lumongsod, Claire U.	Registrar 1	Compostela NHS	Accounting
Jayson, Pamila B.	ADOF - 2	Carmen NHS	Accounting
Osua, Jonnalyn V.	ADOF - 2	Daanbantayan NHS	Accounting
De Asis, Yvonne Y.	ADOF - 2	Sangat NHS	Accounting
Dolaota, Jeanevie A.	ADOF - 2	Sibonga NHS	Accounting
Lopez, Celeste A.	ADOF - 2	Compostela NHS	EMIS/Service Record
Pomarejos, Monina Sarah M.	Registrar 1	Cordova NHS	ASDS Office
Sigue, Marycel D.	Registrar 1	Sangat NHS	Disbursing
Coyoca, Rebecca A.	ADOF - 2	Consolacion NHS	SDS Office
Aclan, Jose M.	ADOF - 2	Arcelo MNHS	ICT
Abayan, Alvin Martin L.	ADOF - 2	Liloan NHS	Remittance
Lavares, Vivina E.	Registrar 1	Consolacion NHS	Commission on Audit

2. The above personnel should turn-over the records/file (hard & soft copy) to the person who will take over their job functions.
3. Strict compliance of this Memorandum is hereby directed.

  
**RHEA MARA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent