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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES


February 2, 2026

DIVISION MEMORANDUM

NO. N7 s. 2026**TURNOVER OF DOCUMENTS OF ADMINISTRATIVE OFFICERS II
(ELEMENTARY & SECONDARY)**

To: Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In order to facilitate the proper turnover of documents and files from the previous Administrative Officers to the newly assigned Administrative Officers in the elementary level, the Public Schools District Supervisors are directed to schedule the activity within the period of February 9-13, 2026, to be held in their respective District Offices. They shall coordinate with other PSDSs and secondary school heads regarding the schedule, considering that some Administrative Officers have been reassigned to other districts and secondary schools.
2. A copy of the duly signed turnover documents from both Administrative Officers shall be furnished to the Personnel Section.
3. Likewise, the Form 7 (Monthly Payroll Worksheet & Report of Service) for the month of January 2026 shall be prepared by the previous Administrative Officers, while the new Administrative Officers shall prepare the Form 7 for the month of February onwards.
4. For Secondary, the schedule is enclosed to this memorandum.
5. Travel and other incidental expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
3. For information, guidance, and strict compliance.


MA. JEANY T. ABAYONAssistant Schools Division Superintendent
OIC, Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 47 s. 2026

	Name	School	Schedule of Turnover at SDO Personnel Section
1	Bella Aurora Tablate	Agban NHS	February 13, 2026
2	Jessica Alcantara	Antipolo NHS	
3	Mc Nammes Taroy	Bote IS	
4	Alvin Vienes	Bugao NHS	February 12, 2026
5	Marlett dela Viña	Cabcab NHS	February 12, 2026
6	Ria Gregorio	Cobo IS	February 12, 2026
7	Elma Pitajen	Codon NHS	February 11, 2026
8	Christine Joy Garcia	Dariao NHS	February 13, 2026
9	Hannah Victoria Molina	Dororian NHS	
10	Jade Concepcion	Lictin IS	February 12, 2026
11	Alyanna Mae Arador	Magnesia MHS	February 12, 2026
12	Mae Ann Lopez	Manambrag NHS	February 13, 2026
13	Andrea Talla	Mayngaway NHS	
14	Nympha España	Milaviga IS	February 13, 2026
15	Jennifer Tomanglao	Mabato NHS	February 13, 2026
16	Raldne Vega	San Vicente NHS	February 12, 2026
17	Christian Noel Angeles	Tambongon NHS	
18	Jhon Paul Vargas	Tinago NHS	
19	Abegail Tenerife	Tubli NHS	
20	Michael Fernandez	Palumbanes IS	
21	Aaron Gianan	Sicmil IS	



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