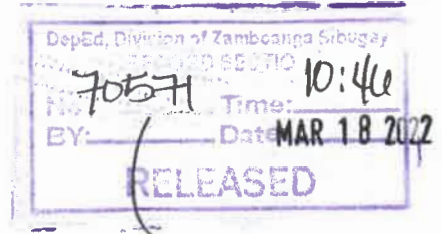




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



March 15, 2022

DIVISION ADVISORY
NO. 026, s. 2022

**ADVISORY ON THE REORIENTATION ON BASIC ADMINISTRATIVE SERVICES
POLICIES AND REGULATIONS TOWARDS EFFECTIVE AND EFFICIENT
PERFORMANCE STANDARDS**

To : Public Schools District Supervisors/District-in-Charge
District Administrative Officers
District Bookkeepers and Disbursing Officers
Identified Division Office Personnel
All Others Concerned
This Division

1. This is in reference to the Division Memorandum No. 7 s. 2022 re: Reorientation on Basic Administrative Services Policies and Regulations Towards Effective and Efficient Performance Standards for PSDS/DICs, District AOs, SBKs and DOs.
2. Please be advised that the final schedule is on March 22, 2022, Tuesday at Sibugay International Hotel.
3. For immediate and widest dissemination.


DR. JEANELYN A. ALEMAN, CESO VI
Schools Division Superintendent

ZS-DA-OSDS-PER-2022-03-023-0
RRAR-20220315



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Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Annex A: Identified Participants

Name	Position	District
1. CRUZ, MARIA S.	PSDS	ALICIA DISTRICT
2. PAJEL, ROBINAIRE B.	AO II	ALICIA DISTRICT
3. ALCALA, JOCELYN H.	Senior Bookkeeper	ALICIA DISTRICT
4. NAPIÑAS, SHALAINÉ CLAIRES A.	Disbursing Officer II	ALICIA DISTRICT
5. PAGAYON, SILVERIA P.	DIC	BUUG DISTRICT
6. SILLE, MARVIN T.	AO II	BUUG DISTRICT
7. GUIGUIE, MELANIE B.	Senior Bookkeeper	BUUG DISTRICT
8. DELOS REYES, EDEN R.	Disbursing Officer II	BUUG DISTRICT
9. ARQUILITA, SALVADOR D.	DIC	DIPLAHAN DISTRICT
10. GARGOLES, REDEN S.	AO II	DIPLAHAN DISTRICT
11. YECLA, LORELIE B	Senior Bookkeeper	DIPLAHAN DISTRICT
12. RAVELO, ARNOLD JR B.	Disbursing Officer II	DIPLAHAN DISTRICT
13. SILVA, DENNIS D.	DIC	IMELDA DISTRICT
14. ESPEDES, NIDA A.	AO II	IMELDA DISTRICT
15. VEDRA, ARLYN E	Senior Bookkeeper	IMELDA DISTRICT
16. BALLESTA, MARICOR B	Disbursing Officer II	IMELDA DISTRICT
17. ACUESTA, HOPE R.	PSDS	IPIL DISTRICT
18. MORALES, RUBY ROSALIE C.	AO II	IPIL DISTRICT
19. SARMIENTO, MARGIE ANN A.	Senior Bookkeeper	IPIL DISTRICT
20. TRIAMBULO, JAMES PETER N.	Disbursing Officer II	IPIL DISTRICT
21. CABRERA, VIRGINIA D	PSDS	KABASALAN DISTRICT
22. CASTILLARE JR., ALEJANDRO B.	AO II	KABASALAN DISTRICT
23. SAMBALOD, JUDITH D	Senior Bookkeeper	KABASALAN DISTRICT
24. PATRICIO, CHARYL P	Disbursing Officer II	KABASALAN DISTRICT
25. CALONGE, ANASTACIO C.	DIC	MABUHAY DISTRICT
26. SOBRETODOS, MAMERTO JR. A.	AO II	MABUHAY DISTRICT
27. LIABADO, NARCISA D.	Senior Bookkeeper	MABUHAY DISTRICT
28. DE GUZMAN, KISSY C.	Disbursing Officer II	MABUHAY DISTRICT
29. BATAN, MEISHEL P.	DIC	MALANGAS DISTRICT
30. ISONG, CHERRY MAE S	AO II	MALANGAS DISTRICT
31. TINACO, MARY JOY A	Senior Bookkeeper	MALANGAS DISTRICT
32. MARCOS, SHEENA B	Disbursing Officer II	MALANGAS DISTRICT
33. UNITO, LILIA C	PSDS	NAGA DISTRICT





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

34. SANNIE, SHERRY NIEZA N.	AO II	NAGA DISTRICT
35. TEJAMO, MICHELLE J	Senior Bookkeeper	NAGA DISTRICT
36. ANINION, GLENDA O	Disbursing Officer II	NAGA DISTRICT
37. TEMPORADA, JOSYN C	DIC	OLUTANGA DISTRICT
38. BRAZIL, MARYROSE T	AO II	OLUTANGA DISTRICT
39. TEMPORADA, NELL V	Senior Bookkeeper	OLUTANGA DISTRICT
40. CASIL, NENITA D	Disbursing Officer II	OLUTANGA DISTRICT
41. ACOTANZA, MARDIE A	PSDS	PAYAO DISTRICT
42. USOP, ABDILLAH D	AO II	PAYAO DISTRICT
43. MIPARANUM, MARIA FE A.	Senior Bookkeeper	PAYAO DISTRICT
44. VICENTE, JOHNNY G	Disbursing Officer II	PAYAO DISTRICT
45. GUMANDAO, ANTONIA S	DIC	R. TLIM DISTRICT
46. CHIONG, SITTIMINNA S	AO II	R. TLIM DISTRICT
47. ENDONG, MELODY T	Senior Bookkeeper	R. TLIM DISTRICT
48. BACATAN, ANNIELOISE H.	Disbursing Officer II	R. TLIM DISTRICT
49. WOOTON, ROSANA A.	PSDS	SIAY DISTRICT
50. DELOS REYES, JENETTE G.	AO II	SIAY DISTRICT
51. MAGHANOY, PHOEBE C.	Senior Bookkeeper	SIAY DISTRICT
52. SAMSON, AIFE MAE C	Disbursing Officer II	SIAY DISTRICT
53. CASTRO, JOSEPH SR A	PSDS	TALUSAN DISTRICT
54. NAPIGKIT, KENT M	AO II	TALUSAN DISTRICT
55. SUPITER, DANILO JR C.	Senior Bookkeeper	TALUSAN DISTRICT
56. HIVA, ALONA P.	Disbursing Officer II	TALUSAN DISTRICT
57. CHIO, MARILOU B.	PSDS	TITAY DISTRICT
58. TUBOG, ANA LISA M.	AO II	TITAY DISTRICT
59. OLAM, HAROLD V.	Senior Bookkeeper	TITAY DISTRICT
60. CALA, NICKEL R.	Disbursing Officer II	TITAY DISTRICT
61. SENTURIAS, GAYO T.	DIC	TUNGAWAN DISTRICT
62. SAN JUAN, MARNIE T.	AO II	TUNGAWAN DISTRICT
63. GAYACAO, MYRA A.	Senior Bookkeeper	TUNGAWAN DISTRICT
64. AUZA, JOCELYN	Disbursing Officer II	TUNGAWAN DISTRICT
Division Office		
1. ALEMAN, JEANELYN A	SDS	SDO
2. SANTISAS, AURELIO A.	OIC – SDS	ASDS
3. GARCIA, ALMA FRAULEIN	SEPS – HRD	HRD
4. MARIQUIT, DARIA GAY	EPS-HRD	HRD
5. JUGNO, GRACE R	AO V	Admin





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

6. RAMOS, RENZ ROY A	AO IV	Personnel
7. SAN DIEGO, ROSALIE F	AO II	Personnel
8. CAPITO, IVY A	AO II	Personnel
9. BUCAYAN, JOSHUA MARCO A.	AO II	Personnel
10. GUSTILO, ROMMEL L	AO II	Personnel
11. LA PLANA, JOCELYN E	AA III	Personnel
12. LAQUE, MARIA LIVIE A	AO IV	Records
13. DUPO, MANUELITA M	AO II	Records
14. RODRIGO, VIVIAN S	AO II	Records
15. NASSAIE, RHEEZA I	AO IV	Supply
16. LINDET, RADZME H	AA III	Supply
17. CENABRE, FRANCISCO LLOYD P	AA III	Supply
18. DANO, RYAN B	AO IV	Cash
19. LIBERATO, ROVIE LIZETTE G	AO II	Cash
20. CABILIN, ANALIZA	AA III	Cash
21. MASCARINA, MARIA AYLENE C	AO V	Budget
22. DUMAJEL, SHERMIE D	AA III	Budget
23. LAGROMA, MARY BENETH G	ACCOUNTANT III	Accounting
24. MAQUINTURA, FREBIE J	AO II	Accounting
25. PRESNO, DECILYN O	AA III	Accounting
26. CADUNGOG, JEKYL L D	ITO I	ICT
27. MODILLAS, JOHNLERY MHER B	T-II	ICT

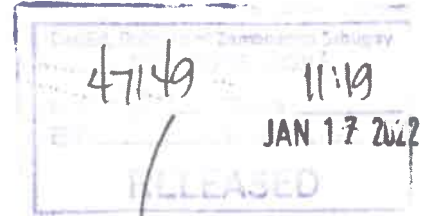


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Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY




January 17, 2022

DIVISION ADVISORY
NO. 005, s. 2022

**ADVISORY ON THE ORIENTATION ON BASIC ADMINISTRATIVE SERVICES
POLICIES AND REGULATIONS TOWARDS EFFECTIVE AND EFFICIENT
PERFORMANCE STANDARDS**

TO: PSDS
District Administrative Officers
District Bookkeepers
Disbursing Officers
All Others Concerned
This Division

1. Due to some overlapping activities, please be informed that the Orientation on Basic Administrative Services Policies and Regulations Towards Effective and Efficient Performance Standards on January 18, 2022, shall be postponed until further notice.
2. Please be guided accordingly.


DR. JEANELYN A. ALEMAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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