



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

RELEASED
 4/5/24
 Department: ...
 Div: ...

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

April 5, 2024

DIVISION MEMORANDUM
 No. 117, s.2024

SKELETON WORKFORCE ARRANGEMENT IN THE DIVISION OF PAGADIAN CITY

To: Assistant Schools Division Superintendent) SGOD, CID
 Chief Education Supervisors
 Public Schools District Supervisors
 Unit/Section Heads (Public Elementary and Secondary)
 School Heads
 This Division

1. In reference to DM no. 110 s. 2024, this Office shall be implementing a skeleton workforce arrangement on **April 8, 2024**, due to the necessary presence of all Division Personnel for the conduct of **3-day SDO Quality Management System Training on 5S Workplace Organization, Writeshop on Operations Manual and Planning Documents cum CapB on Strengthening the Mental and Physical Well-Being of SDO Personnel** on April 7-9, 2024 at Manuel Resort, Piñan, Zamboanga del Norte.

2. The following School- Based Non-Teaching Personnel are hereby requested to report on April 8, 2024 at the Division Office:

	NAME	POSITION	OFFICE TO BE ASSIGNED
1	Cheryl B. Pacatang	AO II	SDS and ASDS Offices
2	Judith Mirasol – Daan	AO II	Legal and ITO offices
3	Shirlyn Mae C. Dumo	AO II	Personnel Section
4	Jho Anne D. Bagalando	AO II	Accounting Office
5	May Ann N. Sanchez	AO II	Accounting Office
6	Reyle L. Ramirez	AO II	Accounting Office
7	Annjhorie J. Villa	AO II	Accounting Office
8	Marivic Nigus	AO II	Cash Section
9	Rezaldy Maalam	AO II	Supply Section
10	Leshiery V. Valencia	ADAS III	Payroll Section
11	Karren Mae A. Bazar	ADAS III	Records Section

3. Hence, the public can still be assured that the Office will still entertain walk-ins and can be reached through pagadian.city@deped.gov.ph.

4. Immediate and wide dissemination of this Memorandum is enjoined.

For the Schools Division Superintendent:

JUDITH V. ROMAGUERA, EdD, CESO VI
 Assistant Schools Division Superintendent

LST_SGOD-HRD
 Control No.04/01/2024

Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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SHINE TO SERVE, SERVE TO SHINE...

