



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




April 5, 2018

DIVISION MEMORANDUM
No. 310, s. 2018

NEW PLACE OF ASSIGNMENT AND DUTIES AND FUNCTIONS

To: **GUY R. MARA-ASIN – Administrative Assistant III**
ALNIE FE V. YMALAY – Administrative Assistant III
DANILO M. EBOL, JR. – Administrative Assistant III
ETHEL D. CALVA – Administrative Assistant II
VINCENT S. ZAMBRA – Administrative Assistant II
MARIA LEONORA P. SALAZAR – Administrative Assistant II
JONA MOILERREEN M. NAHINE – Administrative Aide VI
CLAIRE MARRIZ N. MORAL – Administrative Aide VI
MARK V. CASTAÑARES – Administrative Aide VI

1. Pursuant to the Regional Memorandum issued on March 28, 2018 by Atty. Alberto T. Escobarte, CESO III, Regional Director, DepEd Region XI Office, Davao City, on the transfer of payroll remittances preparation and payments to the Division Office, and the agenda of this Schools Division Office to hasten the liquidation of the cash advances and other money matters of the Schools Heads, you are hereby directed to report to your new place of assignments and perform your recent duties and functions, to wit:
 - a. GUY R. MARA-ASIN – **MT. APO DISTRICT**
 - b. ALNIE FE V. YMALAY – **DIGOS OCCIDENTAL DISTRICT**
 - c. DANILO M. EBOL, JR. – **DIGOS ORIENTAL DISTRICT**
 - d. ETHEL D. CALVA – **ADMINISTRATIVE SECTION**
 - e. VINCENT S. ZAMBRA – **PERSONNEL UNIT**
 - f. MARIA LEONORA P. SALAZAR – **ADMINISTRATIVE SECTION**
 - g. JONA MOILERREEN M. NAHINE – **PERSONNEL UNIT**
 - h. CLAIRE MARRIZ N. MORAL – **OFFICE OF THE OIC-ASDS**
 - i. MARK V. CASTAÑARES – **PERSONNEL UNIT**
2. The tour of duty of the Mr. Mara-asin, Ms. Ymalay and Mr. Ebol shall be varied as they shall report to the Schools Division Office on Mondays and Tuesdays and their District Office of assignment on Wednesdays to Fridays. While in the Division Office, they shall held office at the Office of the Budget Office. Ms. Salazar and Ms. Calva shall report to the Administrative Officer V and held office at the Accounting and Budget Section. Mr. Zambra, Ms. Nahine and Mr. Castañares shall report to the Personnel Unit.
3. Anent to your new assignment, you are enjoined to revise the Targets of your IPCRF responsive to your new duties and functions which shall be presented during the target setting to be scheduled by your rater, the Administrative Officer V.
4. This memorandum shall take effect immediately.
5. For strict compliance.


WINNIE E. BATOON, Ed. D., CESE
Officer in Charge
Office of the Schools Division Superintendent

Encls: as stated
References: Regional Memorandum dated March 28, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: ADMIN/ACCOUNTING – payroll remittances preparations and payments

admin5: Turn over of Payroll Remittances Preparation and Payment to the Schools Division Office
April 5, 2018

