



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

01 Jul 2025

**DIVISION MEMORANDUM**  
OSDS-2025-087

**APPOINTEES FOR THE VARIOUS NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
Division HRMPSB and Sub-Committee Members  
All Successful Applicants

1. This Office hereby announces the appointment of the following successful applicants for the various non-teaching positions:

| No. | Name of Appointees      | Position                     | School Assignment                    |
|-----|-------------------------|------------------------------|--------------------------------------|
| 1.  | Rizza Marie B. Notario  | Accountant I                 | Glan School of Arts and Trades       |
| 2.  | Sarah Jane A. Sugian    | Administrative Assistant III | DepEd Sarangani                      |
| 3.  | Swetzie B. Sanico       | Administrative Assistant III | Perret CES                           |
| 4.  | Aya Mae R. Almoite      | Administrative Assistant III | JBT Caing Memorial Integrated School |
| 5.  | Jovan James A. Romitman | Administrative Assistant II  | Panamin Integrated School            |
| 6.  | Nicon G. Perez          | Administrative Assistant II  | Anecito P. Lopez Sr. NHS             |
| 7.  | Ivy May B. Zaulda       | Administrative Assistant II  | Glan School of Arts and Trades       |

2. The appointees are advised to visit Personnel Unit for the documentary requirements for appointment to be submitted on or before July 7, 2025.

3. For inquiries, contact Roel D. Balbarena at 09773941073.

4. For the information, guidance, and appropriate action of concerned personnel.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

**SELECTION**

RDB/OSDS/MLA – appointees for the various non-teaching positions  
0560/July 01, 2025



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