



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

05 Nov 2025

DIVISION MEMORANDUM
OSDS-2025-168

**APPOINTEES FOR THE VARIOUS NON-TEACHING AND SCHOOL
ADMINISTRATION POSITIONS**

To: 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 and school administration positions:

No.	Name of Appointees	Position	School Assignment
1.	Leo C. Lecita	School Principal I	Famorcan Elementary School
2.	Sheilamarie S. Lendio	School Principal I	Datu Mamundas Mamalumpong IS
3.	Teotimo M. Contempro Jr.	School Principal I	San Vicente Elementary School
4.	Melanie S. Caincay	Administrative Officer IV	OSDS-Procurement
5.	Ever Bonn A. Estoesta	Administrative Officer II	OSDS-Procurement
6.	Sarah Jane A. Baal	Administrative Officer II (HRMO I)	Datal Basak IP Integrated School
7.	Iona Gail M. Funtanilla	Legal Assistant I	OSDS-Legal Unit

2. The appointees are advised to visit the Personnel Unit for the documentary requirements for appointment. Appointees are instructed to bring 1 set of duly accomplished Personal Data Sheet (not notarized). Deadline of submission is on November 10, 2025.

3. For inquiries, contact Roel D. Balbareno 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:

APPOINTMENT
HIRING
RECRUITMENT
SELECTION

Roel D. Balbareno/OSDS/MLA – appointees for the various non-teaching and school administration positions
1095/November 5, 2025



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