



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

DEPARTMENT OF EDUCATION  
DIVISION OF SARANGANI  
**RELEASED**  
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23 Oct 2026

**DIVISION MEMORANDUM**

OSDS-2026-114

DEPLOYMENT AND REASSIGNMENT OF FIELD ADMINISTRATIVE OFFICERS II,  
PROJECT DEVELOPMENT OFFICERS I AND SCHOOL COUNSELOR ASSOCIATES I

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
School Heads  
Division Unit/Section Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In the interest of the service and to ensure the effective delivery of administrative and program support services in schools, this Office announces the deployment and reassignment of Field Administrative Officers II (AO II), Project Development Officers I (PDO I), and School Counselor Associates I (SCA I) within the Schools Division of Sarangani.

2. Division personnel who have been promoted to higher positions within the Division Office and are required to transition to new assignments shall observe a temporary reporting arrangement to ensure continuity of operations and the orderly turnover of responsibilities. Accordingly, they shall report to their current stations for three (3) days per week and to their respective new stations for two (2) days per week. Friday shall be a fixed reporting day at their new stations, while the other reporting day shall be determined at their discretion, in coordination with their respective immediate supervisors, to ensure the smooth and efficient delivery of services at both stations. This arrangement shall remain in effect until the transition of responsibilities is completed or until a replacement is assigned to the current station, whichever comes first, unless otherwise directed by this Office. Whenever the concerned personnel are required to report to the Division Office during their designated reporting days, they shall secure a duly approved Travel Order signed by their respective School Head prior to travel. All concerned personnel shall ensure proper coordination with their respective supervisors to maintain continuity of operations at both stations.

3. The current station assignments of Field Administrative Assistants II and III (ADAS II and ADAS III) shall remain unchanged until further notice. However, promoted administrative assistants shall report to their respective new stations upon the issuance of their assignment orders. To ensure continuity of operations and the orderly transition of responsibilities, promoted administrative assistants shall report to their former stations once or twice a week, depending on the arrangement agreed upon by the concerned personnel and their respective School Heads. This temporary arrangement shall remain in effect until the turnover of responsibilities is completed or a replacement has been assigned to the former station, whichever comes first, unless otherwise directed by this Office. They shall secure a duly approved Travel Order signed by their respective School Heads from their new station prior to travel. Clearances may be issued by former station only upon proper turnover of responsibilities to the successor, if any.



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province  
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4. Field Administrative Officers II who are reassigned shall report to their respective new stations once their replacements are in place or the designated personnel have assumed responsibility for their clustered schools. They shall, however, continue to provide the necessary assistance and guidance to ensure a smooth and orderly transition of responsibilities and the uninterrupted delivery of services.
5. Schools without an assigned Administrative Officer shall be clustered under a school with an existing Administrative Officer, except for schools with other non-teaching personnel who can provide administrative support.
6. The specific deployment and reassignment of personnel, including their designated stations and corresponding functions and responsibilities, are provided in the enclosure.
7. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
8. Immediate dissemination and strict compliance with this memorandum are desired.

Digitally signed by  
Frinal Nelyn Botes  
Adobe Acrobat version:  
2023.008.20470

**ATTY. NELYN B. FRINAL, CESO VI**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

SELECTION  
PLACEMENT

RDB/OSDS-PU/DM deployment of field administrative officers and project development officers...  
0851/October 23,2026





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SCHOOLS DIVISION OF SARANGANI

Enclosure 1: School Counselor Associate I (SCA 1) - School Assignments

| NO. | OFFICIAL STATION                                  | NAME                            |
|-----|---------------------------------------------------|---------------------------------|
| 1   | San Felipe Central Elementary School              | Lapiz, Glen                     |
| 2   | Malapatan CES                                     | Ayo, Erica Mae                  |
| 3   | Mama Nawa Elementary School                       | Ramos, April Gladys             |
| 4   | Kinam Elementary School                           | Donde, Jomar                    |
| 5   | Lun Padidu Central Elementary School              | Abdon, Alleah Kate              |
| 6   | Glan Padidu CES                                   | Picajas, Jhon Jerome            |
| 7   | Banate CES                                        | Pacanza, Jeneveve               |
| 8   | Malalag Cogon ES                                  | Layan, Ivy                      |
| 9   | Malungon Central Elementary School<br>SPED Center | Delos Santos, Charlene          |
| 10  | Kawas CES                                         | Seromines, Charmaine            |
| 11  | Ladol Elementary School                           | Amlon, Eric John                |
| 12  | Alegria Central Elementary School                 | Torres, Jose                    |
| 13  | Isidro Hulom Elementary School                    | Gabutero, Lucien                |
| 14  | Maasim CES                                        | Viladiez, Erika Ann             |
| 15  | Malandag CES Sped Center                          | Gesulga, Mary Paula             |
| 16  | Cablalan Integrated School                        | Credo, Etten Cire               |
| 17  | Glan Central Integrated SPED Center               | Vijar, Ricky                    |
| 18  | Glan School of Arts and Trades                    | Lacara, Althea Ayra             |
| 19  | Rogue Adarna Integrated School                    | Albaracin, Jenn Nichole         |
| 20  | Alabel Central Integrated SPED Center             | Alinsub, Catherine Joy          |
| 21  | New Canaan Integrated School                      | Tamos, Alyzha Love              |
| 22  | Spring Integrated School                          | Ebueza, Katrina                 |
| 23  | James L. Chiongbian National Trade<br>School      | Ato, Saint Claire               |
| 24  | JBT Caing Sr. Memorial Integrated<br>School       | Ampig, Angel May                |
| 25  | Colon NHS                                         | Altares, Arnelyn                |
| 26  | Datu Abdulbali IS                                 | Sugod, Aleia                    |
| 27  | Happy Valley IS                                   | Solamillo, Argelyn              |
| 28  | Mangelen Integrated School                        | Amper, Louie                    |
| 29  | Rogaya Bajunaid Integrated School                 | Bergundo, Elaiza                |
| 30  | Tamban NHS                                        | Amado, Raena Mae                |
| 31  | Datu Pangolima Integrated School                  | Magno, Reynaliza                |
| 32  | Malapatan NHS                                     | Ayo, Federico                   |
| 33  | Policarpo H. Millona Central Integrated<br>School | Cobita, Christian Lloyd         |
| 34  | Tuyan Integrated School                           | Narisma, Kristine Carmela Diane |
| 35  | Daan Suyan Integrated School                      | Nueva, Ken Aries                |
| 36  | Lun Padidu National High School                   | Caburog, Stephanie              |
| 37  | Biangan Integrated School                         | Barbero, Alice                  |
| 38  | Malalag Cogon NHS                                 | Bernal, Arjan                   |
| 39  | Malungon National High School                     | Ouano, Estelle Lorraine         |
| 40  | Kawas National High School                        | Manlangit, Charise              |
| 41  | Tokawal NHS                                       | Ali, Monica Reima               |
| 42  | Alegria NHS                                       | Lendio, Hannah Mae              |
| 43  | Datal Anggas Integrated School                    | Cagalpin, Ivy Kaye Rosary       |
| 44  | Datu Abdullah Tondog Integrated School            | Valdepenas, Ellah               |
| 45  | Kiamba National High School                       | Garin, Berjelle                 |





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|    |                                       |                         |
|----|---------------------------------------|-------------------------|
| 46 | Datu Molod Integrated School          | Bercero, Cherry         |
| 47 | Malandag National High School         | Cabanalan, Clyden Kyle  |
| 48 | Malalag National High School          | Ormita, Trisha Abegail  |
| 49 | Ireneo E. Lopez Central ES            | Uy, Sean Kristoffer     |
| 50 | Jose Ah Young Integrated School       | Mission, Harry          |
| 51 | Upper Lumabat Integrated School       | Galicia, Mechan         |
| 52 | Flaviano Bartulaba Integrated School  | Ponteres, Giselle Rose  |
| 53 | Aniceto C. Lopez Sr. NHS              | Lapay, Jetsel Mae       |
| 54 | Malalag CES-SPED Center               | Balanag, Jamie Marie    |
| 55 | Kiamba Central School SPED Center     | Magbanua, Kimberly Kate |
| 56 | Cabales-Enarbia Sr. Integrated School | Detoya, Ralfh Joshua    |
| 57 | Kablacan Integrated School            | Revilla, Alessandra     |



Enclosure 2: Project Development Officer I (PDO I) - School Assignments

| NO. | OFFICIAL STATION                                    | NAME                         |
|-----|-----------------------------------------------------|------------------------------|
| 1   | Datu Abdullah Tondog Integrated School              | Cherry Ann Undray            |
| 2   | Alabel NHS                                          | Rose May A. Laxamana         |
| 3   | Alabel NSHS                                         | Maymona Enero                |
| 4   | Alegria National High School                        | Rashia Dina Bacquiano        |
| 5   | Jose Ah Young Integrated School                     | Lovelyn Joy Mejia            |
| 6   | Calonkambing IS                                     | Kenneth Parrenas             |
| 7   | Glan Padidu NHS                                     | Jayvee Permito               |
| 8   | E. Alegado IS                                       | Angel Faith Dugaduga         |
| 9   | Panambalan IS                                       | Mark John Papasin            |
| 10  | Leonard Young Sr. NHS                               | Laiza Bayhon                 |
| 11  | Pangyan NHS                                         | John Paul Sardan             |
| 12  | Kiamba NHS                                          | Amaya Albaran                |
| 13  | James L. Chiongbian National Trade School (TechVoc) | Harid S. Karim               |
| 14  | Kablacan Integrated School                          | Julimae Arambala             |
| 15  | Colon NHS                                           | Cyrus Sumatra                |
| 16  | Datu Molod Integrated School                        | Phoebe Kitz Cuajao           |
| 17  | Malalag NHS                                         | Girlye Ydia                  |
| 18  | Perrett Central Integrated School                   | Ann Faith Francisco          |
| 19  | Maguling NHS                                        | Rackson Bosabica             |
| 20  | Malapatan NHS                                       | Donna Rizza Prena            |
| 21  | Policarpo H. Millona Central Integrated School      | Jeddh Camacho                |
| 22  | Tuyan Integrated School                             | Alaine Kate Presbitero       |
| 23  | Lun Padidu NHS                                      | Angelie Rhea Famini          |
| 24  | Lutay Integrated School                             | Catherine Czareena Sarmiento |
| 25  | Dakok Tamulon Integrated School                     | Jasmine Jean Tagose          |
| 26  | Tamban NHS                                          | Geraldine Betonio            |
| 27  | Banate NHS                                          | Jeric Danie                  |
| 28  | Upper Lumabat Integrated School                     | Marcelo Gadi                 |
| 29  | Malungon NHS                                        | Kryssa Mae Padre-i           |
| 30  | Datal Batong Integrated School                      | Mae Ann Grace Mahinay        |
| 31  | Malabod IS                                          | Robert Paul Mortera          |
| 32  | Malandag NHS                                        | Braulio Jo Jr.               |
| 33  | Baliton Elementary School                           | Aprilyn Librinca             |





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|    |                                       |                        |
|----|---------------------------------------|------------------------|
| 34 | Kayupo ES                             | Jephunneh Glaiza Remas |
| 35 | Lun Padidu Central Elementary School  | Rea May Duran          |
| 36 | Glan Padidu CES                       | Meziel Calonia         |
| 37 | Kawas CES                             | Shella Mae Cellona     |
| 38 | Alegria Central Elementary School     | Maegel Alimama         |
| 39 | San Felipe Central Elementary School  | Stanley Cavan          |
| 40 | Malungon Central Elementary School    | Mae Vour Neen Marayan  |
| 41 | Banate Central Elementary School      | Friz Dew Alconera      |
| 42 | Malapatan Central Elementary School   | Juvill Omalza          |
| 43 | Glan Central Integrated SPED Center   | Kirstine Jayne Palma   |
| 44 | Alabel Central Integrated SPED Center | Joanna Dumalag         |
| 45 | Kiamba Central Elementary School      | Kimberlie Balbuena     |
| 46 | Malalag Central SPED Center           | Cesar Ryan Peralta     |
| 47 | School Governance Operations Division | Rowell Loyao           |

Enclosure 3: Administrative Officer II (AO II) - School Assignments

| OFFICIAL STATION                                                | CLUSTER SCHOOL | NAME                      |
|-----------------------------------------------------------------|----------------|---------------------------|
| Alabel Central Integrated SPED Center                           |                | LARANJO, ROWENE O.        |
| New Canaan Integrated School                                    | District       | PAGHUBASAN, ROVELYN L. *  |
| Kibac Integrated School                                         |                | DEGUITO, HELEN GRACE      |
| Famorcan ES                                                     |                | BALABAT, ELREN L.         |
| Kiangkos ES                                                     |                | SAGOLILI, RUEL            |
| Mahayag IP School                                               |                | PALER, ANGELLE MAE P.     |
| Paco Primary School                                             |                | OCAMPO, JOEY S.           |
| Banlibato Integrated School                                     |                | GILZA, NORHANIE S.        |
| Sofan Integrated School                                         |                | CASTILLO, VANESSA ANN P.  |
| Pag-asa Integrated School                                       |                | SALI, LOINA LYNN L.       |
| Leopoldo P. Dacera Integrated School                            |                | PEREZ, JENESSA VENANCIO   |
| Datu Mamundas Mamalumpong Integrated School                     |                | AMADOR, ROSALIE R.        |
| Kawas Central Elementary School                                 | District       | PALER, JOMARI JESUS D.*   |
| Kawas National High School                                      |                | SAUBAN, NOVIE JANE ROSAOT |
| Ladol Elementary School                                         |                | MACABANGIN, IRENE E.      |
| Likon Primary School                                            |                | SACRAMENTO, NOREEN C.     |
| Saliluk L. Macantal ES                                          |                | DE GUZMAN, ABEGAIL CLAIRE |
| Upper Domolok ES                                                |                | ANDRINO, GIRLIE JOY F.    |
| Datal Conde ES                                                  |                | APUD, ROSHELLE N.         |
| Tokawal Elementary School                                       |                | REOJA, ANGELINA V.        |
| Tokawal National High School                                    |                | ALEGADO, VENUS B.         |
| Datu Abdullah Tondog Integrated School                          |                | RAQUEL, PADA C.           |
| Rokaya Abad ES                                                  |                | AGREDA, JONATHAN          |
| Latian ES                                                       |                | SALBAME, MARK             |
| Maribulan Central Elementary School (Francisco T. Laiz Sr. CES) | District       | SOPE, MARY CLAIRE A.*     |
| Upper Alabel ES                                                 |                | SALIP, RUTH P.            |
| NOP Elementary School                                           |                | CANGAYO, CHERRY LOVE B.   |
| Sarangani National Sports Academy                               |                | ALABA, RALF JAYVENE C.    |
| Paraiso Integrated School                                       |                | CAVAN, KENNETH JAY V.     |
| Spring Integrated School                                        |                | GAMBOA, LIZEL EMERALD T.  |
| Vicente Fuentes Elementary School                               |                | PARAICO, LORY S.          |





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|                                      |                                             |                                |
|--------------------------------------|---------------------------------------------|--------------------------------|
| Alabel National High School          |                                             | MIRANDA, GRETHEL T.            |
| Alabel National Science High School  |                                             | CORILLA, KATHY GLADE M.        |
| Alegria Central Elementary School    | District                                    | BACUS, GEEBEE ARC T.*          |
| Tinungkaan Elementary School         |                                             | BENDO, HARRISON                |
| Mayago Elementary School             |                                             | ASTILLA, ROMEO JR.             |
| Salimama Integrated School           |                                             | MONDEJAR, RENA KREZA P.        |
| Datal Anggas Integrated School       |                                             | UNAJAN, JEANICA L.             |
| Talifara Elementary School           |                                             | TAGALA, JUSTINE FAYE L.        |
| Glamang Elementary School            |                                             | CORDERO, JOY JEAN R.           |
| Dalid Elementary School              |                                             | FERNANDEZ, JONAMEL CHEYSERR P. |
| Ulo Latian IS                        |                                             | DELOS REYES, MICHELLE          |
| Kisoy National High School           |                                             | REMOROZA, REGINE               |
| Ulo Tubay Elementary School          |                                             | ABDULHAMID, ABDULRAHMAN        |
| Pait IS                              |                                             | BUGARIN, CHERRY MAE J.         |
| Basac Elementary School              |                                             | BALUCAS, JUDY ANN              |
| Pongoleel Integrated School          |                                             | LETIGIO, KLINT JOHN B.         |
| Tagaytay Integrated School           |                                             | LARIOS, JEMEILYN C.            |
| Alegria National High School         |                                             | HOPEDA, RELYN SALDE            |
| Glan Central Integrated SPED Center  |                                             | FABULA, EMY B.                 |
| Baliton Elementary School            |                                             | QUINOPA, ALEX                  |
| Sufatubo ES                          |                                             | CANIA, GENEVIVE                |
| Malatabon Elementary School          |                                             | REMOCALDO, JEAH LEAH           |
| Tampus Integrated School             |                                             | PAUYA, LOURGEN JOY T.          |
| Lumigo Integrated School             |                                             | DAIGAN, ELAN                   |
| Miasong Integrated School            |                                             | ETOM, BIRON                    |
| Cablalan Integrated School           |                                             | NOCOS, CONCEPCION              |
| Enrique D. Yap Sr. ES                |                                             | DE VERA, JULIET                |
| Roque Adarna Integrated School       | District                                    | CELLONA, HARYNE JAYNE          |
| Calabanit ES                         |                                             | ZOLINA, EDEN JOY V             |
| Macatimbol Elementary School         |                                             | MACATIMBOL, ALMIRA             |
| Tanao Bantilan Tao NHS               |                                             | DIMO, ROSA MAE                 |
| Glan School of Arts and Trades       |                                             | VACANT                         |
| Glan-Padidu Central ES               | District                                    | PAUYA, YANIE W. *              |
| Del Neri Elementary School           | Gambaan IP School<br>(Annex of Del Neri ES) | BELMONTE, CHAR MAY B.          |
| Dlama ES                             |                                             | OLING, ROSALLY C.              |
| Hadji Musa Integrated School         |                                             | MAPA, MARIA TERESA M.          |
| Jose Ah Young Integrated School      |                                             | VIDAD, JENNFELD S.             |
| A. Escobar Elementary School         |                                             | QUIJANO, KRISTINE JOY C.       |
| DR Cania MES                         |                                             | SOLIVIO, JANICE                |
| Congan Elementary School             |                                             | EDAR, CHERRY MAE               |
| Esther V. Yap Elementary School      |                                             | CHAN, RIZALINA                 |
| Calonkambing IS                      |                                             | SARCON, JOHNNY PAUL R.         |
| Glan-Padidu National High School     |                                             | GENILLA, JIESON L.             |
| Kiogam Central ES                    | District                                    | PARAMEL, VANESSA D.*           |
| Edsa IS                              |                                             | PAGARAN, SHARA MAE E.- ADAS II |
| San Vicente NHS                      |                                             | SEMINO, JOVELYN                |
| Calpidong ES                         |                                             | ERMITANO, ISABELO              |
| San Vicente ES                       |                                             | CARCUEVA, GRETCHEN D.          |
| Banlas IS                            |                                             | WASIL, JEVIE JANE B.           |
| Tamala ES                            |                                             | DEQUINA, JAVIER CABALLES       |
| Flaviano Bartulaba Integrated School |                                             | BARCELONA, NEPTHALI JEAN M.    |
| Lao Primary School                   |                                             | BASLAN, CHEA                   |
| Lanao Kapanglao IS                   |                                             | VACANT                         |
| Segafu Esgafu IS                     |                                             | ABELLANOSA, MICHAEL            |
| E. Alegado IS                        |                                             | VACANT                         |
| Tangan IS                            |                                             | EMPLEO, LORLANMIE L.           |





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|                                                           |          |                              |
|-----------------------------------------------------------|----------|------------------------------|
| Pangyan Central ES                                        |          | DELOS REYES, LEONORA         |
| Tonga Lim Siao Sr. Integrated School                      |          | CUENCA, JERAHDEEB S.         |
| Kaltuad Integrated School                                 |          | RABANES, FLORENCE            |
| Adelina Tuardon Recto ES                                  |          | ALIDO, CHRISTINE GAY R.      |
| Calatungan Elementary School                              |          | PASAPORTE, IVY M.            |
| Mingkat Gampal Elementary School                          |          | DE-ALA, MERIAM               |
| Valeria B. Lopez Integrated School                        |          | BARICUATRO, RIZALINA         |
| Elena M. Mipana NHS                                       |          | PLAZO, RITSAN J.             |
| San Jose ES                                               |          | OGONG, JESSAMIE              |
| Prudencio Mariano Sr. Integrated School                   |          | PACQUIAO, ANALIE D.          |
| Gulo IS                                                   |          | GINO, BRENLIE A.             |
| Margus ES                                                 | District | DADIZON, CRISLEAN P.*        |
| D. Masalon Y. Recto ES                                    |          | PALLAR, RICHARD              |
| Feliciano Bawa Elementary School                          |          | CUEVA, JENNIFER              |
| Kiaol ES                                                  |          | MEDINA, ALEXA                |
| Batutuling IS                                             |          | BELVESTRE, RON ANGEN J.      |
| Severino Ibon Sr. ES                                      |          | POQUITA, DARLENE MAE F.      |
| Pio L. Siao ES                                            |          | BAYLON, DYNA LOVE            |
| Nicomedes Tolentino ES                                    |          | GABO, JEFFREY                |
| Gilbert Young Sr. ES                                      |          | CANDELARIO, CECILIA MARIE A. |
| Panambalan IS                                             |          | AVENIDO, ISADORA P.          |
| Leonard Young Sr. National High School                    |          | VACANT                       |
| Pangyan National High School                              |          | APOSTOL, PAZ RAYA            |
| Kiamba Central School SPED Center                         |          | WENCESLAO, NANETTE A.        |
| Salakit National High School                              |          | ABREA, CHARLIE               |
| Tabotong ES                                               |          | VACANT                       |
| Salakit Elementary School                                 |          | ANDRADA, SUTHZEE P.          |
| Banate IP School                                          |          | ROJAS, YSOLT                 |
| Green Valley IS                                           |          | CABRADILLA, HELAR GRACE      |
| Cabading ES                                               |          | ARIZ, JELAINE ANNE R.        |
| Tablao ES                                                 |          | GARAY, SHERRYL MAE           |
| G. E. Antonino Mem'l Elementary School                    | District | BERGADO, REA E.*             |
| Mamangos Maulana Kandog ES                                |          | PIJERA, KIM D.               |
| Platon Esperanza Taguding Elementary School (Badtasan ES) |          | BALUCAS, FERLYN R.           |
| Bocay-il ES                                               |          | RUBIO, RUBIE JANE            |
| Kiamba National High School                               |          | BALICACO, VICKY              |
| Tamadang ES                                               |          | POMARES, HANNAH MIE B.       |
| M. Quinto Elementary School                               | District | ORFIANO, BABY ANN A.*        |
| Bonifacio Estrada Orodio Elementary School                |          | BERENGUEL, CHERRY MAE R.     |
| Falel Kesbung IP Integrated School                        |          | ASENTISTA, DENNIZA FRENZ     |
| Matingao IS                                               |          | NAVARRO, GODJAVEN            |
| Pedro M. Buen Sr. Elementary School                       |          | BOJOS, DIANA                 |
| Kapanal Elementary School                                 |          | PABLO, RUBIO                 |
| Gasi ES                                                   |          | BANCAERIN, ROLANDO M.        |
| Severo T. Inong ES                                        |          | OBLIGADO, PINKY ELMIE JOY S. |
| JBT Caing SR. Memorial Integrated School                  |          | SABAL, CHRISTINE             |
| Cabales-Enarbia Sr. Central Integrated School             |          | VACANT                       |
| HA Jamalol ES                                             |          | SAAVEDRA, EMILY PICAR        |
| Kayupo Elementary School                                  | District | COPREROS, CHRYS ELAINE*      |
| Lagunsay Elementary School                                |          | BAUTISTA, HANNA MAE          |
| Edro Malayo IS                                            |          | RODRIGUEZ, ERIC KARL         |
| A F. Dela Cruz ES                                         |          | REBUYON, MARXYLYN P.         |
| D. Gimarino Elementary School                             |          | RABADON, MARIA PAULA S.      |
| Kling ES                                                  |          | VACANT                       |
| Fermin Fuster Elementary School                           |          | LACAD, SHELLA MAE T.         |





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|                                       |          |                           |
|---------------------------------------|----------|---------------------------|
| Pedro Cabaes ES                       |          | ROME, ANGELINE            |
| San Felipe Central ES                 |          | AGOR, MARY ROSE L.        |
| Bongo IS                              |          | GRAFIA, IAN KIM M.        |
| Arcal Elementary School               |          | ORTEGA, GERALDINE         |
| Mangelen Integrated School            |          | DITCHON, FAITH D.         |
| Rogaya Bajunaid Integrated School     |          | PALMA, JUMER MONARES      |
| Datu Abdulbali Integrated School      |          | TABAR, ROCEL              |
| Blat IS                               |          | BASA, BETSY ROSE          |
| Calfungal ES                          |          | LUGOD, MELANIE JOY A.     |
| Bo. Site ES                           |          | LALISAN, JOYLENE          |
| Seven Hills ES                        |          | RANGAS, JANE O.           |
| Malbang Elementary School             | District | ZERDA, RACHELLE*          |
| Felicitas Panes ES                    |          | FERNANDEZ, SHIELA         |
| Lamlabong IS                          |          | ROJO, JEALET G.           |
| Maasim Central ES                     |          | DAGAYLO-AN, SARAH JANE C. |
| Happy Valley IS                       | District | NABOR, JOHN MICHAEL*      |
| Kablacan Integrated School            |          | DANGO, JOSEPHINE          |
| Isidro Hulom ES                       |          | ALQUIZA, MARY JOY         |
| Kyumad Integrated School              |          | CRUZ, MA. JEAH E.         |
| Langaran ES                           |          | PASCO, EMALYN             |
| Cabansal M. Larry IP School           |          | VACANT                    |
| Datal Basak IP IS                     |          | BAAL, SARAH JANE A.       |
| Lebe IS                               |          | OPONG, GLORYLYN M.        |
| Colon National High School            |          | SAMOYA, RANGELYN L.       |
| Ireneo E. Lopez Central ES            | District | CEPEDA, WINSTON, JR. B.*  |
| Domnar-Lopez Copada IP School         |          | VACANT                    |
| Datu Molod Integrated School          |          | DELA TORRE, REY COLLADO   |
| Daliao ES                             |          | ARIMALA, MARITES D        |
| Pananag ES                            |          | ALONGAN, DATU AMINNUDIN   |
| Claudio L. Lim IP School              |          | EMPUERTO, MARIA JONALENE  |
| Kanalo ES                             |          | LUTERO, CLAUDINE GLO      |
| Ludin Logan IP School                 |          | JUGALBOT, ANGELINA        |
| Tambuan Dani IP School                |          | CAMINGAWAN, MARVIE        |
| Nomoh Integrated School,              |          | POSTRADO, LUCILA          |
| Aniceto Lopez NHS                     |          | SUMINSING, NOVIE JANE D.  |
| Malalag Central ES SPED Center        | District | TUANADATU, BAI NAFZAH M.* |
| Wali Integrated School                |          | VIDAL, NOEMI D.           |
| Maitum Elementary School              |          | DEL ROSARIO, ALVIN        |
| Kiayap ES                             |          | RALIA, SARAH PRAISE C.    |
| Batian ES                             |          | MALINGCO, MOHAIMEN        |
| Angko ES                              |          | JONDAB, ROSE              |
| Kipalkuda Elementary School           |          | DEL ROSARIO, JOMER        |
| Pangi ES                              |          | MARIVELEZ, CEIZLE LAZEL   |
| Linao ES                              |          | ARIZ, CINDY SANCHEZ       |
| Sison Elementary School               |          | DULLETE, CHRISLYN         |
| Virginia Tanedo Garcia ES             |          | BETIA, CHERYL T.          |
| Malalag National High School          |          | RAMIREZ, SHAIRA MAE D.    |
| Perrett Central Integrated School     | District | CABRIDO, JOHN CHRISTY T.* |
| Dimatingkal Kamid Elementary School   |          | AMBAY, ARRIZ PAULA D.     |
| Upo Elementary School                 |          | PENAFLO, ELIZABETH R.     |
| Henry Mulok Reiland Jr. ES            |          | TALLE, KEVIN GLENN        |
| Upo National High School              |          | QUILATON, FRIEDLYN B.     |
| Ticulab ES                            |          | FLORES, JOCELYN A.        |
| Wata-Wanan IP School                  |          | BOQUE, ALBERT             |
| Lomutan ES                            |          | ABBOC, SHARA CHRISTINE    |
| Mindupok Elementary School            | Pinol ES | DE GUZMAN, JEANNIE        |
| James Alfred Strong Integrated School |          | GUSTO, VINCE              |





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|                                                |          |                                |
|------------------------------------------------|----------|--------------------------------|
| Tuanadatu ES                                   |          | DELMENDO, AILA                 |
| Sitio Nara ES                                  |          | PEROCHO, CHRISTOPHER           |
| Rudes ES                                       |          | VALDEZ, RODIE REY D.           |
| George Yabes Primary School                    |          | CUESTA, JANETH                 |
| Reganit ES                                     |          | TUANADATU, ROWAYDA.            |
| Maguling National High School                  |          | MONEVA, JOEY S.                |
| Malapatan Central ES                           |          | NILLAS, FLORIE MAE             |
| Datu Pangolima Integrated School               |          | ALI, BAISA                     |
| Malkahi ES                                     |          | SARBIDA, FRANCIS MAE-          |
| Alyeng IP School                               |          | TABOADA, JODILYN               |
| Lasang ES                                      |          | FORTEZA, SUMMER FRANCIS A.     |
| Mama Nawa ES                                   | District | LADICA, JOSIE OLAYBAR*         |
| Aspang IP School                               |          | MABINI, JAY-AR Q.              |
| Sitio Lanao IP Integrated School               |          | LOMOCOSO, PAUL                 |
| Malapatan National High School                 |          | VILLAFRANCA, MERICH            |
| Policarpo H. Millona Central Integrated School | District | BALULAO, SHARON*               |
| Tuyan Integrated School                        |          | MIANO, JANICE F.               |
| Libi Integrated School                         |          | SOBERANO, HANA NAVALTA         |
| Calay IP School                                |          | CONTRIDAS, IRISH JOY P.        |
| Rancho Primary School                          |          | ALMOROTO, APRIL JANE           |
| Tusan IP School                                |          | OCAJ, JANYN RIO                |
| Francisco A. Cagang Integrated School          |          | AMORA, MARY GRACE ESGANA       |
| Millona Upper Suyan Integrated School          |          | PANDIAN, JIMJIM F.             |
| Tocablao ES                                    |          | TALINO, MARY GRACE D.          |
| Del Hilado Elementary School                   |          | NEREZ, JERSON                  |
| Akbual IP School                               |          | CANUBAS, LLOYD P.              |
| Alna IP Integrated School                      |          | PANGOLIMA, KRISTINE BERNADETTE |
| Lun Padidu Central ES                          | District | CORDERO, DONNABEL J.*          |
| Daan Suyan Integrated School                   |          | DIODINA, ELDA                  |
| H. Diamalod ES                                 |          | CORTEL, MICHELLE CUARTEROS     |
| Pitak Elementary School                        |          | VILLANUEVA, MICHELLE           |
| Niyas Mintal IP School                         |          | FRANCISCO, MARIFE              |
| Kinam NHS                                      |          | ALLAGA, CARLO FUENTESPINA      |
| Gnanda P. Maguan IPS                           |          | VENUS, MARY JANE               |
| Laba C. Maguan IP School                       |          | BALDO, QUEENY ROSE             |
| Kinam Elementary School                        |          | MAY ROSE MAPUTOL               |
| Kiahe Integrated School                        |          | WAGAS, CHERRY MAE              |
| Amado M. Quirit NHS                            |          | OMALZA, JOHN PERRY;            |
| Naidas T. Opong ES                             |          | ESPINA, REGGIE P.              |
| Lun Padidu National High School                |          | AYUNAN, NORINA KAY             |
| Lamlinol ES                                    |          | CAGALITAN, RELIENE T.          |
| Tamban Central ES                              |          | CLAPIS, RACHEL MAE             |
| Ambang ES                                      |          | CANOY, ANNA CHRISTINA D.       |
| Malinis ES                                     |          | BALASBAS, GRACE                |
| Lutay Integrated School                        |          | VACANT                         |
| Dalangdang ES                                  |          | BAGO, BERNACRIS TABLO          |
| Ampon ES                                       |          | CUEVAS, FELIX LOWELL C.        |
| Banahaw ES                                     |          | RAMOS, DERRIK M.               |
| Balitangan ES                                  |          | ROTEL, NOVIE GRACE             |
| Dakok Tamulon Integrated School                | District | MORAL, ARCHIE T.               |
| Kalbangan ES                                   |          | LABUSON, NICO                  |
| Kidengen IP School                             |          | VILLAMOR, ROLAND               |
| Langkuas Integrated School                     |          | SALI, RALPH M.                 |
| Dalamuan Integrated School                     |          | DIAMA, TERRENCE JACOB          |
| Consolacion Integrated School                  |          | MALINAO, JAY RALPH             |
| Lamlangil Elementary School                    |          | QUEZON, CATHERINE              |





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|                                 |          |                                |
|---------------------------------|----------|--------------------------------|
| Pikong Elementary School        |          | RECOPERTO, IVAN                |
| Laginan Integrated School       |          | TANGGUB, ISAGANI               |
| Danao Integrated School         |          | SUNIO, JERALANE                |
| Nian Integrated School          |          | PEDROSO, RIO JANE              |
| Lower Mainit Elementary School  |          | ABOGAR, CRISFE P.              |
| Kanyugan ES                     |          | VILLAGUARDIA, MARKLEAN         |
| Malandag NHS- Tamban NHS        |          | RICAHUERTA, MARK JAMES         |
| Baliton ES                      |          | GANDULAN, APRIL                |
| Banate CES                      |          | YUZON, GERALDINE               |
| Tangali IS                      |          | CARO, KAREEN                   |
| Kinabalan IS                    |          | ALLANIC, JASPER JOHN           |
| Tagaytay ES                     |          | BACULNA, FAITH EASOVEL D,      |
| Osmena ES                       |          | PADERNAL, EARL JOSHUA          |
| JP Laurel Integrated School     | District | RABINO, IRENE MAE D.*          |
| Malalag Cogon ES                |          | ANDRADA, NIEZA                 |
| Malungon Gamay NHS (TechVoc)    |          | BRIGOLE, PRETTY A.             |
| Kibawalan IS                    |          | JUAN, MARY JOY                 |
| Biangan IS                      |          | CADAPAN, CRISTINE              |
| Talus NHS                       |          | PIAMONTE, CHRISTIAN            |
| Malungon Gamay ES               |          | SOLANO, ANNIE ROSE             |
| Talus ES                        |          | SAMBANAN, ADELYN C.            |
| Malalag Cogon NHS               |          | JUCOY, ABIGAIL A..             |
| Banate NHS                      |          | AWANAN, JEAN ROSE              |
| Malungon Central ES SPED Center |          | EGCA, MARIA CELESTE OCTAVIO    |
| Kalonbarak ES                   |          | PADERNILLA, ALPHA JOY          |
| JWB Adoracion ES                |          | APONDAR, JULIET T.             |
| Balacayo ES                     |          | TABUGO, MA. GLENNA VITA LUX M. |
| Kityan Elementary School        |          | DELA GENTE, KRISHIA MAE        |
| Bangkal IS                      |          | GALICIA, LIMREY                |
| Panamin Integrated School       |          | SAQUILABON, AIMON CLAR         |
| Kawayan Integrated School       |          | LEGARA, NIZZA R.               |
| Datu Managka Matanggo ES        |          | LAGANA, RUTH JEAN              |
| Sanama ES                       |          | MONTEALTO, KRENZ PATRICK A.    |
| San Miguel IS                   |          | DELA GENTE, REY- MARLENE R.    |
| San Roque ES                    |          | LAVILLA, KRISLYN PARREÑAS      |
| Cumbio IS                       |          | EGGAT, WENDY N.                |
| Kisablay ES                     |          | CABATANIA, DIONISIO S.         |
| Manabawon ES                    |          | MORENO, JENNIFER               |
| Taclobo ES                      |          | NAVARRO, JULIE                 |
| Upper Mainit ES                 |          | ADLAO, CHERRY MAE              |
| Upper Mainit NHS                |          | DAYANAN, JOHN MARK             |
| Upper Lumabat Integrated School |          | HERMAN, JAYSON A.              |
| Fermin Olong ES                 |          | MANLANGIT, ERNESTO III         |
| Tandawanan IS                   |          | AVILA, VIRGILIO JR.            |
| San Roque NHS                   |          | JAGUNOS, NERES                 |
| San Juan IS                     | District | BAYETA, DAVE R.*               |
| Malungon NHS                    |          | BATICBATIC, AIMEE              |
| Malandag Central ES SPED Center | District | VASQUEZ, ARVIN B*              |
| Datal Batong Integrated School  |          | AVILA, MARIE NOLD T.           |
| Camen Wata Bage NHS             |          | ERASMO, ERWIN M.               |
| N. Sunio ES                     |          | VILLEGAS, JACKIE LOU           |
| Kibala Elementary 'school       |          | BAAL, SHEILA MAY               |
| Datal Baca ES                   |          | LEOCARIO, MADELINE             |
| Blaan Integrated School         |          | JOPIA, MARRIANNE R.            |
| Kiblat NHS                      |          | DAHAN, MAY                     |
| Kiblat Elementary School        |          | UGSIMAR, VALERIE FATS A.       |
| Mateo ES                        |          | BANASTON, MARIDEL              |





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|                                               |  |                          |
|-----------------------------------------------|--|--------------------------|
| Fye Falel IP School                           |  | BANAS, NOEL ANTHONY      |
| Lamlifew IS                                   |  | TORRIJOS, AIVAN D.       |
| Linda Agos Buan Integrated School (Pula-tana) |  | ONIA, MARVIN             |
| Lamcanal ES                                   |  | BALANGA, FLORDELYS L.    |
| U. Lamcanal ES                                |  | ABAPO, JASMINE           |
| Luis Casiple Sr. Integrated School            |  | LARANJO, JOLIBEE MAGNO   |
| Datu Montong Cawag IP School                  |  | CABUGA, ADELYN           |
| Datal Bila Integrated School                  |  | ROTEL, GIZELLE CHARM     |
| Oliverio ES                                   |  | LAPUT, BELEN             |
| Malabod IS                                    |  | POTORIO, RACHEL P.       |
| Datal Tampal ES                               |  | APILADO, JIMCELL FORMOSO |
| FK Constantino ES                             |  | CATALUNA, IAN C.         |
| Malandag NHS                                  |  | FRANCONAS, RISSA S.      |





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Enclosure 4: Duties and Responsibilities

Administrative Officer II

| KEY RESULT AREA/S              | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personnel Administration       | <p>Recruitment and Selection</p> <p>Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ul style="list-style-type: none"><li>a. recruitment and selection of applicants in the school assigned</li><li>b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment</li><li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li></ul> <p>Personnel Records</p> <ul style="list-style-type: none"><li>a. Update regularly 201 files and maintain database of personal information of school personnel</li><li>b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</li><li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li><li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li><li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li><li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li><li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li><li>h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li></ul> <p>Compensation and Benefits</p> <ul style="list-style-type: none"><li>a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</li><li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li><li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li></ul> <p>Other HR-related functions</p> <ul style="list-style-type: none"><li>a. Update school personnel of the latest HR-related policies</li><li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li><li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school</li></ul> |
|                                | <ul style="list-style-type: none"><li>d. Prepare and submit HR-related reports to school head/HRMO</li><li>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</li><li>f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Property Custodianship         | <ul style="list-style-type: none"><li>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.</li><li>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</li><li>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.</li><li>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</li><li>e. Prepare and submit reports on all property accountability of the school.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| General Administrative Support | <ul style="list-style-type: none"><li>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</li><li>b. Assist the school planning team in the preparation of SIP/AIP.</li><li>c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</li><li>d. Perform other functions as may be assigned by the School Head.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Financial Management           | <ul style="list-style-type: none"><li>a) Assist the School Head on the preparation of the following documents such as but not limited to:<ul style="list-style-type: none"><li>• Cash disbursement register</li><li>• Authority to debit/credit account</li><li>• Liquidation reports including supporting documents</li></ul></li><li>b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</li><li>c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</li><li>d) Provide assistance to other financial-related task of the School Head.</li><li>e) Perform other functions as may be assigned by the School Head.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



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Project Development Officer I

| Key Result Areas                      | Duties and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Management and Implementation | <div>1. Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head:<div>a. Prepare and submit a plan to execute the programs, projects, and activities at the School level anchored on DepEd policies and guidelines</div>b. Consolidate the programs, projects, and activities to be conducted on a School-based Calendar</div> c. Coordinate with concerned School personnel for the required support, resources, and documentary requirements |

2. Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.

School Counselor Associate I

| KEY RESULT AREAS                    | DUTIES AND RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INDIVIDUAL INVENTORY AND ASSESSMENT | <div>1. Collects and updates learner profile which includes but not limited to personal-social, academic, career, interest, and relevant health related data.</div> 2. Administers standardized or non-standardized tests, screening tools and/or equivalent, subject to user qualifications and prescribed standards, to gather information on learners' developmental needs, aptitudes, interests, career readiness, and overall mental health and well-being. |



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|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <p>agencies, institutions, organizations for necessary intervention and aftercare support in coordination with the school counselor and relevant stakeholders.</p> <p>9. Assists the School Head in the provision of mental health services for teachers and school personnel through information and referral services, in coordination with the concerned SDO personnel, School Counselors and/or Schools Division Counselor in the MHWO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| INFORMATION SERVICE AND CAPACITY BUILDING | <ol style="list-style-type: none"><li>1. Contributes in the planning, implementation, and facilitation of mental health awareness activities and well-being programs to promote resilience and well-being among learners and school personnel.</li><li>2. Conducts and supports educational initiatives on mental health and well-being, including but not limited to capacity-building activities, seminars, information campaigns, and other related programs for learners, personnel, parents, and stakeholders to promote awareness, prevention, early identification, appropriate response, and referral of mental health and well-being concerns.</li><li>3. Ensure widest dissemination of information, education and communication (IEC) materials in print and online forms for mental health promotion.</li><li>4. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.</li><li>5. Facilitates the capacity building and organization of peer facilitators to implement support and mentoring programs within the school under the supervision of the School Counselor.</li><li>6. Participates in learning and development activities and other capacity-building programs to strengthen competencies in the delivery of mental health and well-being services.</li></ol> |
| DOCUMENTATION, REPORTING, and RESEARCH    | <ol style="list-style-type: none"><li>1. Ensures proper documentation, handling, and safekeeping of learner records for use in program development and delivery, follow-up and referral services.</li><li>2. Documents referred cases of bullying, abuse, or neglect, ensuring proper referral to child learner rights and protection committees or school counselors for counseling intervention.</li><li>3. Aids in the delivery of technical assistance to the School Head and SDO HRMD in-charge for the delivery and implementation of mental health initiatives for teachers and other school-based personnel.</li><li>4. Supports the conduct of research on mental health and services delivery and interventions, career development, learner well-being among others as aligned with research agenda of MHWO and needs of the school under the supervision of a School Counselor and/ or Schools Division Counselor.</li><li>5. Supports the preparation and submission of annual and consolidated reports, including school mental health data and research, to the School Counselor to facilitate monitoring, evaluation, and enhancement of guidance and counseling programs and services.</li></ol>                                                                                                                                                                                                                      |
| COMMUNITY ENGAGEMENT                      | <ol style="list-style-type: none"><li>1. Supports in the establishment of linkages in the community and with other stakeholders for the promotion of personal-social development, academic success and career guidance activities, geared towards the holistic well-being of learners.</li><li>2. Coordinates and collaborates with teachers, parents, peers, community partners, and other relevant stakeholders in developing and implementing learner support initiatives that promote learners' mental health, psychosocial well-being, personal-social and academic development, and career readiness.</li><li>3. Provides direct engagement and support to parents, parent-substitutes, and other stakeholders in addressing learners' behavioral concerns and improving academic performance, under the supervision of the School Counselors.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

