



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

October 17, 2024

**MEMORANDUM TO:**

**Newly Appointed Administrative Officer II:**

**ALEXA MAY B. ABUNDO**  
**APRIL P. SAMUDIO,**  
**EUGENE JIMI PATRICK V. VALEZA**  
**JANICE S. GIANAN**  
**JERALD A. SUALIBIO**  
**JESSICA T. CONDENO**  
**JONNEL A. SARMIENTO**  
**JULIE ANN R. GONZALES**  
**KRISTINA L. VIVO**  
**LANIE B. MENDOZA**  
**LEGIE M. PADILLA**  
**LYN ANTONETH C. TEDERA**  
**MARICRIS T. SARMIENTO**  
**MARY GRACE P. VILLARINO**  
**NANET S. SARMIENTO**  
**NAOEMI SHARMAINE M. ARCEGA**  
**REGINE F. OGENA**  
**RICHELLE A. AGAPEN**  
**ROSELLE T. BARTOLOME**  
**ROSELYN F. BERNARDINO**  
**SHENE T. VILLAMARTIN**

**Thru: THEIR RESPECTIVE SCHOOL HEADS**

To allow for transitions in work assignments and in the exigency of service, you are advised to report to your previous work assignments three (3) days a week from October 21 to November 29, 2024 on the following schedule:

Monday to Wednesday	Previous work station
Thursday and Friday	New work station

You are expected to perform all functions attached and delegated to your previous and current positions.

Approved requested arrangements prior to this memorandum are rescinded.

For guidance and compliance.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes  
052 - 8114063  
catanduanes@deped.gov.ph  
www.deped.gov.ph  
DepEd Virac - Region V - Catanduanes