Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 30, 2026

DIVISION MEMORANDUM
No. 655 s. 2026

EXTENSION OF SERVICES OF ADMINISTRATIVE OFFICERS II TO STRENGTHEN PERSONNEL OPERATIONS AND APPOINTMENT PROCESSING

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance with Memorandum DM-OUHRODI-2026-2794, and in line with the Department of Education's continuing efforts to accelerate the filling of vacant and newly created positions in the Regional Offices, Schools Division Offices, and schools, this Office recognizes the need to strengthen personnel support to ensure the timely and efficient completion of recruitment, selection, and appointment (RSA) processes.

2. The timely completion of these processes requires the concerted efforts of Human Resource Management Officers (HRMOs), Personnel Unit staff, and members of the Personnel Selection Boards (PSBs), particularly in the conduct of assessments, preparation and validation of documentary requirements, processing of appointments, and submission of required reports.

3. In view of the foregoing, the services of the school-based Administrative Officers II (AOs II) identified in Annex A are hereby extended to the Personnel Section, Schools Division Office of Pampanga, every Tuesday to Thursday, beginning November 3, 2026, until further notice, to provide administrative and technical assistance in expediting the filling of vacant positions and the preparation and processing of appointments relative to the approved reclassification of teaching positions under the Expanded Career Progression (ECP) System.

4. The identified Administrative Officers II shall assist the Personnel Section in the evaluation, verification, organization, and validation of appointment documents and supporting requirements; preparation of appointment papers; updating of personnel records and monitoring reports; and other related administrative tasks necessary to facilitate the timely completion of RSA and reclassification processes.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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5. To ensure the efficient and uninterrupted conduct of the activity, all identified Administrative Officers II are requested to bring their own laptops and printers for use during their assigned schedule at the Schools Division Office.

6. School Heads concerned are hereby directed to facilitate the attendance of the identified personnel on the prescribed days and ensure appropriate arrangements for the continuity of essential administrative services in their respective schools.

7. Expenses related to this activity shall be charged against the available Maintenance and Other Operating Expenses (MOOE), subject to existing budgeting, accounting, and auditing rules and regulations.

8. This Memorandum shall serve as the official Travel Order of the identified personnel for the duration of their authorized assignment, subject to the prescribed schedule.

9. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

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Enclosure:
Annex A – List of Identified Administrative Officers II

ASSIST TO HRMPSB			
Mia Angelica M. Twano	Administrative Officer II	Mexico South	Laug ES
Mecca Margaret Manalang	Administrative Officer II	Guagua West	San Juan ES
Lea Nina T. Sanga	Administrative Officer II	San Simon	San Simon HS
Aprille S. Canlas	Administrative Officer II	San Simon	San Simon ES
Alneimi G. Canda	Administrative Officer II	Sasmuan	Sta Monica ES
Miguel Lacap	Administrative Officer II	Lubao	Santiago HS
Noah A. Nolasco	Administrative Officer II	Arayat East	Paroba ES
Jomel B. Untivero	Administrative Officer II	Lubao	Wenceslao Village HS
Vilmar Yabut	Administrative Officer II	San Simon	San Jose IS
Hazel C. Yambao	Administrative Officer II	Arayat West	Anderson ES
Lailanie R. Amora	Administrative Officer II	Guagua West	San Antonio IS
PREPARATION OF APPOINTMENTS – ELEMENTARY (TEACHING/NON-TEACHING)			
Annalyn Joy M. Dimaun - Manibaug Libutad ES Porac East			
Marielle May M. Manaloto - Dila Dila ES Sta. Rita			
Carmille G. Franco - San Rafael ES Guagua East			
Joan Kristine C. Bartolo - San Antonio IS Bacolor South			
Xenia Dane C. Torres - Emigdio A. Bondoc SHS Custer 6			
Lady Ann I. Sambile - San Carlos ES-San Luis			
Ma. Bernadette B. Landig - San Juan ES-San Luis			
Raphael John C. Labos - Bulac NHS Cluster 6			
Joseph Emmanuel M. Mungcal - Maliwalu ES Bacolor North			
Jeffrey V. Robinson - Talba ES Bacolor North			
Joel B. Jimenez - Tinajero ES Bacolor North			
Dylan Joseph Calma - Sta. Maria ES Sta. Ana			
Sandy Manese - San Antonio ES Mexico South			
Joyce Carla Santos - Mitla ES Porac West			
Marry Ann Serrano - Pulung Santol ES Porac West			
Analyn Mendiola - San Vicente ES Sto. Tomas			
Remedios Basilio - Sta. Rita ES Minalin			
Noeme Mondares - San Pedro ES Minalin			
Erika Masangkay - Masantol ES Masantol North			
Ynna Marie Carillo - Sua ES Masantol North			
Mercy Quiambao - Sto. Tomas ES Sasmuan			
Karen Gaddi - San Jose ES Florida West			
Irah Ballesteros - Sta. Lutgarda ES Macabebe West			
Arra Jamie Labung - Lubao ES Lubao East			
Irish Jem Zita - Graciano Paule ES Lubao East			
Lovely Patiu - Balangcas ES Sto. Tomas			
Sharlaine Margarette Galang- Fausto Gonzales Sioco Memorial School Apalit			
Madeleine Francisco - Magsaysay ES Guagua West			
PREPARATION OF APPOINTMENTS – SECONDARY (TEACHING/NON-TEACHING)			
Emierose B. Bie - Balas ES Mexico North			
Kristel Anne T. Naguit - Camuning ES Mexico North			
Jill M. Quizon - Panipuan ES Mexico North			

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Natahlie C. Serrano - San Miguel ES Mexico North
Angel May Tiomico -Dr. Emigdio A. Bondoc ES Sto. Tomas
Lyra A. Quiambao - Sta. Barbara ES Bacolor South
Anna Shiela P. Briones - Calibutbut ES Bacolor South
Chelska Irecar T. Waje - San Juan ES Mexico West
Nikko Ronquillo - Dolores Piring ES Mexico South
Aaron Paul Morales - Planas ES Porac West
Jefferson James Sunga - Caingin ES Masantol South
Jomel Gutierrez - San Juan ES Macabebe West
Reynaldo Angeles Jr. - Sto. Rosario ES Apalit
Tyrone Bondoc - San Antonio ES Lubao North
Jade Pangilinan - Sabanilla ES Mexico South
Joanna Santos - San Vicente ES Mexico South
Marilyn Arucan - Camias Resettlement ES Porac West
Rodessa Lucas - Mancatian Balik Barangay ES Porac West
Bulaklak Torres - Mancatian ES Porac West
Gladys Garcia - Pio ES Porac West
Kimberly Galang - Sepung Bulaun ES Porac West
Claire Anne Almario - Carmencita ES Florida West
Camille M. Maniego - San Vicente Ferrer ES Macabebe East
Herminia Miclat - Telacsan ES Macabebe East
Ann Dorothy Sunga - Bulacus ES Masantol South
Roief Calderon - Lambac ES Guagua West
Yvonne Monique Soriano - Salu ES Porac West
Marilen Rivera - Sto. Tomas ES Lubao North

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