



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

February 6, 2018

MEMORANDUM TO:

ALL CLUSTERED BOOKKEEPERS OF DISTRICT OFFICES
(Names in attached list)

You are hereby directed to attend the meeting to discuss matters regarding the opening of a passbook joint savings account at DBP Dumaguete Branch on Wednesday, February 8, 2018 at 3:00 in the afternoon.

Transportation and other allowable expenses shall be charged against MOOE funds subject to the usual accounting and auditing rules and regulations.

SALUSTIANO T. JIMENEZ
OIC-Office of the ARD
Concurrent OIC, Office of the SDS
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2018 FEB 06
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LIST OF ADMINISTRATIVE ASSISTANT III

J NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	NAME OF INCUMBENT (10)			SEX (11)	DATE OF BIRTH (12)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION / APPOINTMENT (15)	STATUS (16)	CIVIL SERVICE ELIGIBILITY (17)	REMARKS
		LAST NAME	FIRST NAME	MIDDLE NAME							
ADAS3-510031-2014	ADMINISTRATIVE ASSISTANT III - 09	MACHICA	FREDA	SEIT	F	03/24/1976	03/02/2015	03/02/2015	P	PD 907	AMLAN
ADAS3-510032-2014	ADMINISTRATIVE ASSISTANT III - 09	TINDOC	REX RODRIGO	TIONGCO	M	11/28/1964	03/02/2015	03/02/2015	P	CS-PROF	BACONG C/S
ADAS3-510034-2014	ADMINISTRATIVE ASSISTANT III - 09	MAGUSARA	CELESTE	HERMINO	F	06/12/1981	03/02/2015	03/02/2015	P	CS-PROF	BINDOY C/S
ADAS3-510035-2014	ADMINISTRATIVE ASSISTANT III - 09	ORTEGA	MARY ANN	BAJAR	F	01/25/1981	06/29/2015	06/29/2015	P	CS-PROF	TINAOCAN E/S
ADAS3-510036-2014	ADMINISTRATIVE ASSISTANT III - 09	EPHAN	MELINDA	MIRALLES	F	02/15/1966	08/12/1991	04/01/2015	P	CS-PROF	MEMES (CANLON) C/S
ADAS3-510037-2014	ADMINISTRATIVE ASSISTANT III - 09	ABINES	ROWINA	ALAS-AS	F	10/04/1973	08/05/1993	04/01/2015	P	CS-PROF	DAJIN C/S
ADAS3-510038-2014	ADMINISTRATIVE ASSISTANT III - 09	BERNUS	GLENDA	BANDOLES	F	02/12/1976	06/29/2008	03/10/2015	P	CS-PROF	JIMALALUD C/S
ADAS3-510039-2014	ADMINISTRATIVE ASSISTANT III - 09	YBARSA BAL	MARLOU	MANTES	F	11/20/1961	06/01/2000	04/01/2015	P	CS-PROF	LA LIBERTAD C/S
ADAS3-510040-2014	ADMINISTRATIVE ASSISTANT III - 09	AMAHIT	ARLYN	CORDEGA	F	03/21/1971	09/01/2005	06/01/2015	P	CS-SUB PROF	
ADAS3-510041-2014	ADMINISTRATIVE ASSISTANT III - 09	NIÑAL	MARY CEL	YUSON	F	09/11/1969	03/01/1995	04/16/2015	P	CS-PROF	LUMBANGAN E/S
ADAS3-510042-2014	ADMINISTRATIVE ASSISTANT III - 09	TAGUIBLOSAN	JAYME	FOROL	M	02/09/1963	05/24/1993	04/01/2015	P	CS-PROF	MABINAY C/S
ADAS3-510043-2014	ADMINISTRATIVE ASSISTANT III - 09	GARCIA	MERIAM	CALDA	F	09/01/1979	03/02/2015	03/02/2015	P	MC#13	MANUYOD C/S
ADAS3-510044-2014	ADMINISTRATIVE ASSISTANT III - 09	CADIENTE	KRYSTEL MARIE	EPARWA	F	11/10/1990	03/02/2015	03/02/2015	P	CS-PROF	CAMPUYO E/S
ADAS3-510046-2014	ADMINISTRATIVE ASSISTANT III - 09	SAYCON	IREEN	PINTOR	F	05/16/1987	07/09/2012	04/01/2015	P	CS-PROF	SAN JOSE C/S
ADAS3-510047-2014	ADMINISTRATIVE ASSISTANT III - 09	REYES	FRANCEENNE	DAZ	F	10/11/1985	03/02/2015	03/02/2015	P	CS-PROF	FTMCES
ADAS3-510048-2014	ADMINISTRATIVE ASSISTANT III - 09	REPOLLO	LURALEI	GABO	F	04/19/1980	11/03/2014	04/16/2015	P	CS-PROF	MALOH CES
ADAS3-510049-2014	ADMINISTRATIVE ASSISTANT III - 09	BANGAY	GIL RANDY	MACAHIG	M	08/10/1976	02/27/2015	02/27/2015	P	CS-SUB PROF	PIO MACAHIG NCES

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		LAST NAME	FIRST NAME	MIDDLE NAME							
IDAS3-510050-2014	ADMINISTRATIVE ASSISTANT III - 09	BALAHAN	HENRY	LARO	M	12/31/1954	06/23/1986	03/02/2015	P	CS-PROF	SIBULAN C/S SIBULAN 1 & 2
IDAS3-510051-2014	ADMINISTRATIVE ASSISTANT III - 09	VENTURA	LOREFE	SIANGCO	F	10/04/1985	03/09/2015	03/09/2015	P	CS-PROF	AMPRES NINIME SIMANALONGO N)
IDAS3-510052-2014	ADMINISTRATIVE ASSISTANT III - 09	VILLAVICENCIO	MARY ROSE	TING	F	02/18/1982	07/04/2012	07/17/2015	P	CS-PROF	STA 1
IDAS3-510053-2014	ADMINISTRATIVE ASSISTANT III - 09										
IDAS3-510054-2014	ADMINISTRATIVE ASSISTANT III - 09	ALINABO	MARIA KRISTINA	ORTO	F	12/04/1986	03/02/2015	03/02/2015	P	CS-PROF	VALENCIA C/S VALENCIA
IDAS3-510055-2014	ADMINISTRATIVE ASSISTANT III - 09	BANGALANCO	LIEZL	BANTAYANON	F	09/07/1984	03/02/2015	03/02/2015	P	CS-SUB PROF	ZAMBOANGUITA C/S ZAMBOANGUITA
IDAS3-510056-2014	ADMINISTRATIVE ASSISTANT III - 09										
IDAS3-510057-2014	ADMINISTRATIVE ASSISTANT III - 09	LABE	GINA	BATALLER	F	03/08/1978	04/20/2015	04/20/2015	P	CS-PROF	STA CATALINA C/S STA 3
IDAS3-510059-2014	ADMINISTRATIVE ASSISTANT III - 09	KHO	RUSSEL	VIRTUDEZ	M	05/16/1993	08/25/2016	08/25/2016	P	CS-PROF	TINAGAN E/S BIDOY 2