

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 9, 2024

MEMORANDUM

TO

Assistant Schools Division Superintendent

Section and Unit Heads Public School Heads Others Concerned

FROM:

SUSAN S. COLLANO CESO V

Schools Division Superintendent

SUBJECT:

ASSIGNMENT OF PROJECT DEVELOPMENT OFFICERS (PDO) I

DATE:

January 9, 2024

- 1. This office is pleased to announce the appointment of the new Project Development Officers (PDOs) in this division.
- 2. Pursuant to Memorandum DM-OUHROD-2023-1252 titled *Deployment of School-Based Administrative Officer II and Project Development Officer I Items to Public Elementary and Secondary Schools for FY 2023*, dated September 12, 2023, the PDO positions shall perform the function along program management and implementation, coordination and partnerships, and advocacy in school. Additionally, one PDO is assigned to a cluster of schools as reflected in the Annex D of the same Memorandum.
- 3. The following are the newly appointed PDOs and their assignment:

Name		Current	New Assignment
1.	Borre, Semena	Assignment Naga City School of	Tabuco Central School
	Sonia P.	Arts and Trade	(Host school)
			Mabolo Elementary School
			Sabang Elementary School
2.	Buere, Alexander	Cararayan	Mac Mariano Elementary School
	В.	National High	Rosario V. Maramba
		School	Elementary School (Host
			school)
			Balatas Elementary School
3.	Barcelo, Ian Ryan	Panicuason	Jose Rizal Elementary School
	C.	Elementary School	Julian B. Meliton Elementary
			School (Host school)
-			Triangulo Elementary School
4.	Acuido, John	SDO-Admin Office	Naga Central School I (Host
	Christian A.		School)
			Dr. Domingo G. Abcede













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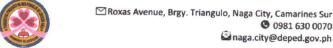
5. Pera, Farah O.	Naga City Science HS	Elementary School Naga Central School II Don Manuel I. Abella Central School (Host School) Del Rosario Elementary School San Rafael Elementary School SPED Center
6. Arellano, Novalyn N.	SDO-Accounting Section	Grandview Elementary School Pacol Elementary School (Host school) San Isidro Elementary School

- 4. The Human Resource Management Office in collaboration with the Human Resource Division of the School Governance and Operations Division, shall prepare and conduct the onboarding of these personnel.
- The PDOs shall render their first day of service to the assigned schools upon 5. receipt of their Assignment Order. However, in the exigency of service, they shall continue to render service in their incumbent schools or office to carry out the same function of the position and to ensure smooth transfer of responsibility, including assistance in the onboarding of new hires. This shall remain effective until such time that their replacements are hired and deployed by this office.
- The concerned school heads are instructed to set the date/s or day/s that 6. the PDO shall report to their respective schools in a formal letter addressed to the Schools Division Superintendent. Such shall be submitted to the Human Resource Management Office for information, filing, and attendance monitoring.
- 7. Compliance to this Memorandum is directed.

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