



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



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

		<i>Elementary School</i> <i>Naga Central School II</i>
5. Pera, Farah O.	Naga City Science HS	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.
5. The PDOs shall render their first day of service to the assigned schools upon 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.
6. The concerned school heads are instructed to set the date/s or day/s that 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.

23122047