



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601

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June 07, 2017

DIVISION MEMORANDUM

No. 104 s. 2017

TO: SCHOOL HEADS OF THE FOLLOWING SCHOOLS:
Madaymen NHS
Bakun NHS
Twin Peaks NHS

FROM: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

**SUBJECT: TEMPORARY REASSIGNMENT OF NON-TEACHING
PERSONNEL TO THE SCHOOLS DIVISION OFFICE OF BENGUET
THIS SCHOOL YEAR 2017 – 2018**

To facilitate the preparation of various documents relative to the Implementation of Senior High School, to include appointments of SHS Teachers, processing of application for additional tracks of some SHS, reports preparation and many others, the following Administrative Assistant II personnel shall report temporarily at the SDO, specifically in the following section/offices:

#	NAME	SCHOOL ASSIGNMENT	OFFICE ASSIGNMENT
1	Merino, Marcelli T.	Twinpeaks NHS	SGOD & other sections
2	Cosendo, Jhoy A.	Madaymen NHS	ASDS & other sections
3	Cuidno, Xylina Mae M.	Bakun NHS	ASDS & other sections

For your information, guidance, and compliance.