



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

May 29, 2024

**DIVISIONAL MEMORANDUM**

No. 163, s. 2024

**CORRIGENDUM TO DIVISIONAL MEMORANDUM 003, s.2024**  
**re: PREPARATION AND SUBMISSION OF FORM 7 BY THE**  
**ASSIGNED ADMINISTRATIVE OFFICER II AND SELECTED**  
**NON-TEACHING PERSONNEL IN THE FIELD OFFICES**

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Division Office Personnel  
This Division

1. In reference to Divisional Memorandum 003, s. 2024 titled **Preparation and Submission of Form 7 by the Assigned Administrative Officer II and Selected Non-teaching Personnel in the Field Offices**, this Office hereby informs all concerned personnel on the changes of the school assignment for the preparation and submission of Form 7 effective May 2024 as follows:

Name of Incumbent	Position	Schools Assignment
Analyn P. Gerondio	ADMINISTRATIVE OFFICER II	Felipe Carreon CS, Sancho Capa IS
Snooky L. Almoite	ADMINISTRATIVE OFFICER II	Andrea Costonera ES
Brenda O. Acierto	ADMINISTRATIVE OFFICER II	Ozamiz City Central School
Richard Macasarte	ADMINISTRATIVE OFFICER II	Baybay CS, Santa Cruz ES
Jelyn B. Ostia	ADMINISTRATIVE OFFICER II	Catadman ES, Misamis Annex IS
Lyn B. Paez	ADMINISTRATIVE OFFICER II	Maningcol CS, Bacolod ES
Marilou J. Alcido	ADMINISTRATIVE OFFICER II	Gango ES
Mary Grace P. Gomomit	ADMINISTRATIVE OFFICER II	Doña Consuelo ES, San Antonio ES, San Antonio NHS
Maria Elena Guangco	ADMINISTRATIVE OFFICER II	Labo CS, Embargo ES, Domingo Barloa IS
Claire V. Daga-as	ADMINISTRATIVE OFFICER II	Gotocan ES, Mintalar ES, Sangay IS
April Joy Bolanio	ADMINISTRATIVE OFFICER II	Maximino S. Laurete Sr. CS, Hilarion A. Ramiro ES, Antero D. Hinagdanan ES
Sharon Z. Galay	ADMINISTRATIVE OFFICER II	Faustino C. Decena ES



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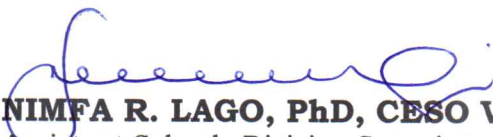




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Marissa E. Alamin	ADMINISTRATIVE OFFICER II	Roman E. Mabanag ES, Dalapang ES, Jose Lim Ho NHS
Nine Mar A. Gacasan (with COS-Antero U. Roa CS)	ADMINISTRATIVE OFFICER II	Tipan ES, Pershing Tan Queto ES, Guingona ES, Antero U. Roa CS
Claudia Faith B. Navarrez	ADMINISTRATIVE OFFICER II	Capucan IS, Capucan C ES, Montol NHS
Adrian L. Sayson	ADMINISTRATIVE OFFICER II	Cogon IS, Juan A. Acapluco ES, Marcelino C. Regis IS
Joar G. Hermosisima	ADMINISTRATIVE OFFICER II	Gala ES, Guimad ES, Gala NHS
Jene S. Guangco	ADMINISTRATIVE OFFICER II	Balintawak ES, Cruz Lanzado Saligan IS, Dimaluna IS
April Rose R. Ylanan (with COS-Pulot ES)	ADMINISTRATIVE OFFICER II	Pulot NHS, Malaubang IS, Bongbong ES, Pulot ES
Glaiza F. Digal	ADMINISTRATIVE OFFICER II	Narciso B. Ledesma CS, Diego Tuastumban ES, Jacinto Nemenon IS
Abegail M. Yoldan	ADMINISTRATIVE OFFICER II	Gregorio A. Saquin ES, Labinay ES, Labinay NHS
Fritzie L. Gulang (with COS-Sinusa IS)	ADMINISTRATIVE OFFICER II	Tabid NHS, Sinusa IS
Susith L. Luna	ADMINISTRATIVE ASSISTANT -II	Labo National High School- SHS
Karen C. Angelio	ADMINISTRATIVE ASSISTANT -II	Ozamiz City School of Arts and Trades-SHS
Gerlene Rose C. Rodriguez	REGISTRAR I	Ozamiz City National High School-SHS

2. The first working day of each month will be the scheduled day of preparation and submission of Form 7, with complete attachment, to the Personnel Section in the Division Office.
3. Immediate and wide dissemination of this Memorandum to all concerned personnel is highly enjoined.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Encl: As stated

To be indicated in the Perpetual Index  
Under the following subjects:  
Policy Rules and Regulations  
DTR FORM 6 FORM 7

OSDS/DJBY



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**PANDONG**

#PadayonAsensoOzamiz