



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor
Administrative Officer V, Administrative Services Unit
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD ✓
OIC-Schools Division Superintendent

SUBJECT: **Orientation for the Hiring of the School-Based Administrative Support Staff (COS) in School**

DATE: March 7, 2024

1. The Schools Division of Marinduque, through the Administrative Services Unit, shall conduct an in-person Orientation of 144 School Heads who are recipient schools of Administrative Support Staff on March 8, 2024 at 9:00 in the morning at the SDO Marinduque Conference Hall.
2. The activity aims to:
 - a. To provide guidance on the Hiring Guide for the School-Based Administrative Support Staff (COS) in school; and
 - b. To clarify common concerns and solicit feedback.
3. Participants in this activity are 144 school heads with Administrative Support Staff, whose names are found in Enclosure No. 1.
4. Program of Activities are found in Enclosure No. 2.
5. There will be no food provision on this activity. Hence, participants are advised to bring their snacks.
6. Immediate dissemination of and compliance with the contents of this Memorandum is desired.

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Malusak, Boac, Marinduque
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Enclosure No. 1

**ORIENTATION FOR THE HIRING OF THE SCHOOL-BASED ADMINISTRATIVE
SUPPORT STAFF (COS) IN SCHOOL**

March 8, 2024 | SDO Marinduque Conference Hall

DISTRICT	ID	SCHOOL
Boac North	109866	Agumaymayan ES
Boac North	109867	Balimbing ES
Boac North	109869	Buliasnin ES
Boac North	109871	Hinapulan ES
Boac North	301544	Ilaya NHS
Boac North	109872	Lupac-Tabigue ES
Boac North	109874	Maligaya ES
Boac North	109876	Pili-Balogo ES
Boac North	109877	Poctoy ES
Boac North	109878	Poras ES
Boac North	109879	Puting Buhangin ES
Boac North	109880	Puyog ES
Boac North	109881	Sawi ES
Boac North	109883	Tumagabok ES

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Boac South	109884	Amoingon ES
Boac South	109887	Bamban ES
Boac South	109888	Bangbangalon ES
Boac South	109889	Bantay ES
Boac South	109890	Binunga ES
Boac South	109892	Boi ES
Boac South	109893	Canat ES
Boac South	301541	Cawit NHS
Boac South	109896	Don Severino MS
Boac South	109897	Duyay ES
Boac South	109898	Mainit ES
Boac South	109900	Maybo ES
Boac South	109901	Tambunan ES
Boac South	109902	Tugos ES

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Buenavista	301536	Bagacay Annex
Buenavista	109903	Bagacay ES
Buenavista	109904	Bagtingon ES
Buenavista	109905	Bancoro ES
Buenavista	109906	Bicas-Bicas ES
Buenavista	109907	Binunga ES
Buenavista	301535	Buenavista NHS - Main
Buenavista	109909	Caigangan ES
Buenavista	109911	Daykitin ES
Buenavista	301538	Lipata-Tungib Annex
Buenavista	109914	Malbog ES
Buenavista	109915	Pag-asa ES
Buenavista	109916	Sihi ES
Buenavista	109919	Yook ES
Buenavista	301568	Yook NHS

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Gasan	109920	Antipolo ES
Gasan	169011	ASSLES
Gasan	109921	Bachao ES
Gasan	109922	Bacongbacong ES
Gasan	109923	Bahi ES
Gasan	301531	Bangbang NHS
Gasan	109925	Banot-Mahunig ES
Gasan	169006	Banuyo ES
Gasan	301532	Bognuyan NHS
Gasan	109930	Gaspar ES
Gasan	109932	Mat. Gasan ES
Gasan	308804	Paciano ASMHS
Gasan	109935	Tabionan ES
Gasan	301565	Tapuyan NHS
Gasan	301567	Tiguion NHS

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Mogpog	109940	Bintakay ES
Mogpog	109942	Butansapa ES
Mogpog	169004	Danao ES
Mogpog	109944	Guisian ES
Mogpog	109945	Hinadharan ES
Mogpog	109946	Hinanggayon ES
Mogpog	169008	Janagdong ES
Mogpog	109947	Lamesa ES
Mogpog	109949	Magapua ES
Mogpog	169009	Malayak ES
Mogpog	109953	Nangka ES
Mogpog	109954	Paye ES
Mogpog	109956	Puting Buhangin ES
Mogpog	308803	Puting Buhangin NHS
Mogpog	109957	Sayao ES
Mogpog	301561	Sayao NHS
Mogpog	109958	Silangan ES
Mogpog	169002	Sumangga ES

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Santa Cruz East	109960	Alobo ES
Santa Cruz East	109961	Angas ES
Santa Cruz East	109962	Banogbog ES
Santa Cruz East	109963	Biga ES
Santa Cruz East	109964	Devilla ES
Santa Cruz East	109965	Haguimit ES
Santa Cruz East	301549	Makapuyat NHS
Santa Cruz East	109968	Masalukot ES
Santa Cruz East	109971	Pansoy ES
Santa Cruz East	109972	Pantayin ES
Santa Cruz East	109970	Pulong Parang ES
Santa Cruz East	301563	Tagum NHS
Santa Cruz East	109975	Tamayo ES
Santa Cruz East	109976	Tambangan ES
Santa Cruz East	301564	Tambangan NHS

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Santa Cruz North	109979	Aturan ES
Santa Cruz North	109980	Baliis ES
Santa Cruz North	109981	Balogo ES
Santa Cruz North	109984	Dating Bayan ES
Santa Cruz North	109985	Dolores ES
Santa Cruz North	301542	Dolores NHS
Santa Cruz North	109986	Hupi ES
Santa Cruz North	301543	Hupi NHS
Santa Cruz North	301545	Ipil NHS
Santa Cruz North	109988	Kalangkang ES
Santa Cruz North	109989	Kamandugan ES
Santa Cruz North	109990	Kasily ES
Santa Cruz North	301546	Kasily NHS
Santa Cruz North	301548	Landy NHS
Santa Cruz North	109992	Lusok ES
Santa Cruz North	109993	Punong ES
Santa Cruz North	301560	Punong NHS

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Santa Cruz South	109998	Kaganhao ES
Santa Cruz South	301547	Kilo Kilo NHS
Santa Cruz South	109999	Kinyaman ES
Santa Cruz South	110000	Labo ES
Santa Cruz South	110001	Lipa ES
Santa Cruz South	110002	Makulapnit ES
Santa Cruz South	110003	Maniwaya ES
Santa Cruz South	301552	Maniwaya NHS
Santa Cruz South	301555	Matalaba NHS
Santa Cruz South	110006	Mongpong ES
Santa Cruz South	301558	Mongpong NHS
Santa Cruz South	110007	Polo ES
Santa Cruz South	301559	Polo NHS
Santa Cruz South	110008	San Antonio ES
Santa Cruz South	109994	San Isidro ES
Santa Cruz South	110010	Tapian ES

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Torrijos	110014	Bolo PS
Torrijos	110015	Bonliw ES
Torrijos	301533	Bonliw NHS
Torrijos	110019	Dampulan ES
Torrijos	110021	Mabuhay PS
Torrijos	110022	Makawayan ES
Torrijos	301553	Maranlig NHS
Torrijos	110026	Marlangga ES
Torrijos	110027	Matuyatuya ES
Torrijos	301556	Matuyatuya NHS
Torrijos	110029	Pakaskasan ES
Torrijos	110030	Payanas ES
Torrijos	110031	Poctoy ES
Torrijos	308801	Poctoy NHS
Torrijos	110032	Sibuyao ES
Torrijos	301562	Sibuyao NHS
Torrijos	169005	Sinambahan ES
Torrijos	110033	Suha ES
Torrijos	110034	Talawan ES
Torrijos	301566	Tigwi NHS

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TIME	ACTIVITY	PERSON/S IN-CHARGE / FACILITATORS
7:00 – 8:00 AM	Arrival / Registration	PMT
8:01 – 9:00 AM	Opening Program - Nationalistic Song - Prayer - DepEd Quality Policy Statement	PMT
	- Welcome Message	MAY BERNADETH O. DE LA ROSA, Administrative Officer V
	- Inspirational Message	LYNN G. MENDOZA, EdD OIC-Schools Division Superintendent
9:01-12:00 NN	Orientation Proper	MARIDELL F. HERMOSA, Administrative Officer IV
MASTER OF CEREMONY : HENSLY S. ORILLA, Administrative Assistant III		

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