



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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**Division Memorandum**  
**No. 14, s. 2015**

To : School Heads.  
Public Elementary Schools  
This Division

From :   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

Subject : **Deployment of Administrative Assistant III in the Central Schools per Municipality**

Date : January 15, 2015

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1. The Schools Division Office (SDO) informs the field that all identified Administrative Assistant III in the division will be deployed to designated Central School per Municipality effective **January 19, 2015**. They will handle accounting and bookkeeping services.
2. They will be under the direct supervision of the SDO. However, the central school asked to assist the SDO to oversee the attendance of these personnel for a smooth school operations.
3. Enclosed is the list of identified administrative assistants with their school assignments.
4. Immediate dissemination of this Memorandum is desired.