



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

April 28, 2025

DIVISION MEMORANDUM

No: 175 s.2025

**MEETING ON THE REQUEST FOR TRANSFER OF TEACHERS, DEPLOYMENT  
OF NEW ADMINISTRATIVE OFFICER II ITEMS, AND OTHER CONCERNS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD & CID)  
Administrative Officer V  
Administrative Officer IV - HRMO  
All Public Schools District Supervisor

DepEd-Benguet Division

APR 29 2025

RELEASED

1. In the interest of service and to ensure the smooth implementation of personnel movements for School Year 2025-2026, all concerned Public Schools District Supervisors (PSDS) are hereby directed to attend a meeting scheduled on April 30, 2025, at 9:00AM, at the SDO Benguet Adivay Hall.
2. The meeting will focus on the following agenda:
  - a. Requests for Transfer of Teachers for SY 2025-2026;
  - b. Deployment of Newly Created Items for Administrative Officer II positions in schools;
  - c. Other personnel-related concerns requiring immediate action and guidance.
3. In connection with this, All PSDS are expected to bring the following:
  - a. Updated Teacher Inventory (per school)
  - b. List of Schools with Administrative Officer needs and current assignments
  - c. Summary of pending transfer requests (endorsed and pending)
  - d. Other pertinent documents related to personnel deployment and movements.
4. SDO personnel listed in Enclosure 1 are required to attend the activity. This memorandum shall serve as your Authority to travel.
5. Lunch and snacks shall be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.
6. For dissemination and strict compliance.

Digitally signed by ESTELA P.  
LEON-CARINO EdD, CESO III  
Date: 2025.04.29 08:48:16 +08'00'

**ESTELA P. LEON-CARINO EdD, CESO III**  
Regional Director and  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent



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Enclosure 1

	<b>Office/Unit</b>	<b>Name Of Representative</b>
1	RD/SDS	ESTELA P. LEON-CARINO
2	ASDS	SAMUEL T. EGSAEN JR
3	Admin	MAHAL M. RIFANI
4	Personnel	MEL W. ALINGBAS
5	SGOD CES	LUCIO B. ALAWAS
6	CID-CES	RIZALYN A. GUZNIAN
7	EPS	JARDON S. ONIO
8	PSDS	MARCELINO BALDO
9	PSDS	ONOFRE D. LIMPAYOS
10	PSDS	ROBERTO A. PABLO JR
11	PSDS	ALLADIN M. DOBINTO
12	PSDS	EMILY E. MEDINA
13	PSDS	JULIET K. BALDO
14	PSDS	CRISTETA E. IGUALDO
15	PSDS	DELAROSA V. DELMAS
16	PSDS	MARILYN ZARATE
17	PSDS	JONATHAN G. SADEY
18	PSDS	MARYLIN A. TOLBE
19	PSDS	MELCHOR C. TICAN
20	PSDS	LILIAN T. ULEP
21	PSDS	VIRGINIA B. SALIO-AN
22	Legal	NOVER B. SINGGANGAN JR.
23	SECRETARIAT	CHRISTINE JOY D. NONOG



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