



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 5, 2026

DIVISION MEMORANDUM
No. 002, s. 2026

**REITERATION ON THE ASSIGNMENT OF SCHOOL-BASED NON-TEACHING
PERSONNEL (NTP)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit and Section Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elem. and Sec. School Heads
All Others Concerned
This Division

1. This Office hereby reiterates the assignment of school-based Non-Teaching Personnel in every school in this Division.
2. As discussed during the SDO-BEL Kumustahan at Biliran Gymnasium last December 19, 2025, the Non-Teaching Personnel are distributed according to enrolment size of the school. Big or central schools will have at most three (3) NTPs composed of 1 AO II, 1 ADAS and/or 1 PDO I, while average and small schools will have at least two or one NTP respectively.
3. Attached is the Masterlist of Schools with data on the assignment of School-Based Non-Teaching Personnel particularly the AO IV/II, PDO I, ADAS II and III, Registrar, Senior Bookkeeper, Disbursing Officer and Accountant in all elementary and secondary schools effective **January 5, 2026. All concerned Non-Teaching Personnel are advised to report to their school assignment, which shall be rated according to their performance by the School Head every end of the school year.**
4. The 74 Contract of Service (COS) are still included in the list according to the identified recipient school, however, the renewal of the contract of service shall depend on the availability of funds in CY 2026 from the Central Office.
5. It is expected that all schools shall have at least one regular Non-Teaching Personnel who will support the School Head on his/her administrative functions.
6. The School Heads are advised to report non-compliance of the assigned NTP or any concern relative to this memorandum to the Administrative Officer V.



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DIVISION OF BILIRAN
ARRAZABAL, NAVAL BILIRAN
RELEASED

BY:

DATE:

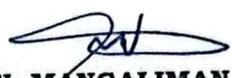
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SCHOOLS DIVISION OF BILIRAN

- 7. The Administrative Unit-Personnel Section is directed to monitor the strict compliance of the assignment and to conduct personnel and workload audits in coordination with the SGOD-Planning and Research Section.
- 8. All other provisions in the previous Division Memoranda relative to deployment and re-assignment of Non-Teaching Personnel which are consistent hereto shall remain in force.
- 9. Immediate dissemination of and strict compliance with this Memorandum are desired.



ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

Encl: Masterlist of Schools as of January 5, 2026
References:
Memorandum DM-OUHROD-2025-0866
DepEd Order No. 002 s. 2024

DIVISION OF BILIRAN
LARRAZABAL, NAVAL BILIRAN
BY: *[Signature]*
DATE: 1/13/2026



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**MASTERLIST OF SCHOOLS
As of January 5, 2026**

Seq. No.	School	School ID	Name of School Head	Position	AO II/IV	ADAS II/III	PDO I/ Registrar I	COS	OTHER NTP (Bkkper, Disb. Accountant)
	Almeria District		HERMAN D. DONATO	Principal III/OIC-PSDS					
1	Almeria CS	120758	Amelissa D. Elmundo	Principal III	Katrina T. Ibañez	Jonarry Lou I. Espregante	Anna Liza A. De La Peña		
2	Barubuhan ES	120759	Joylyn S. Jampas	TIC	Chester C. Quijano			Mirafe A. Paral	
3	Caucab ES	120760	Analiza M. Macanas	Principal I	Christy Lorraine S. Atok			Sherlyn S. Sale	
4	Iyosan ES	120761	Anelia L. Escala	Principal I	Chester C. Quijano			Note: COS promoted to ADAS II	
5	Jamorawon ES	120762	Rosalinda M. Erro	Principal II	Katrina T. Ibañez	Marlisa B. Macain			
6	Lo-ok ES	120763	Eugene S. Ignacio	Head Teacher I	Meriam D. Salloman	Angelica A. Versola			
7	Matanggo ES	120764	Maritess A. De Torres	Principal I	Mary Ann M. Butlig			Almera C. Corto	
8	Palayan ES	120765	Jemuel Aberte	TIC	Christy Lorraine S. Atok			Mary Jane M. Caagbay	
9	Pili ES	120766	Angelyn S. Corto	Head Teacher I	Eden M. Sabornido	Angelica A. Versola			
10	Pulang Bato ES	120767	Loida G. Carreon	Principal I	Samuel V. Trinidad	Jonarry Lou I. Espregante			
11	Salangi ES	120768	Jane D. Centino	TIC	Meriam D. Salloman			Reynalyn P. Sumaya	
12	Sampao ES	120769	Edna C. Sumaya	Principal I	Samuel V. Trinidad			Kaleen Mae C. Calvez	
13	Tabunan ES	120770	Dyan G. Mas	Teacher III/TIC	Rhea B. Nierra			Roselyn M. Adana	
14	Talahid ES	120771	Margaret O. Flores	Principal I	Eden M. Sabornido			Kramexcil Joyce P. Bravo	
15	Tamarindo ES	120772	Nida B. Paghid	Principal III	Janine C. Labor	Marlisa B. Macain			
	Biliran District		MELBA B. GARIANDO	Principal II/OIC-PSDS					
1	Bato ES	120773	Ofelia R. Pagba	Head Teacher III	Vic Vergel L. Bohol	Jonathan C. Palconit		Angelica Gumba	
2	Biliran CS	120774	Leonida F. Gayrama	Principal I	Melisa D. Jacol	Jonathan C. Palconit			
3	Burabod ES	120775	Flordeliza P. Lagariza	Principal I	Rosiebeth H. Almano	Aira G. Centino		Ethel R. Corpin	
4	Busali ES	120776	Leo A. Rañola	TIC	Donna Joy G. Daprosa	Neozeph J. Rosales		Benjamin M. Almano	

No.	School	ID	Name of School Head	Position	AO II/IV	ADAS II/III	Registrar I	COG	DRKPEI, DISO. OFFICER, Accountant)
7	Maurang ES	120810	Lilibeth R. Alverio	Principal I	Joralyn C. Arevalo	Mercedita S. Tabon			
8	Union IS	500410	Triciana S. Rosalia	Principal I	David Castro	Jean U. Geraldo			
	Caibiran District 2		JENEDEL J. SEVILLANO	PSDS					
1	Caibiran CS- District Center	120802	Gabriel G. Viñegas III	Principal I	Alisson Ann Ajelle M. Avila	Lislie G. Maderazo			
2	Alegria ES	120797	Vivencio B. dela Peña	Head Teacher III	Jemaica M. Trinidad			Renalyn C. Rosillo	
3	Binohangan ES	120800	Marilyn A. Angelio	Head Teacher III	Erika S. Guillena			Kimberly A. Toledo	
4	Cabibihan ES	120801	Susano B. Vinegas, Jr	Principal I	Paulito S. Sison Jr.			Meabelle M. Caise	
5	Katipunan ES	120804	Leah C. Lim	Principal I	Esperanza Marie C. Esmil			Ma. Rose S. Rotia	
6	Kaulangohan ES	120805	Ronald D. Bauno	TIC	Erika S. Guillena			Jessa V. Dedil	
7	Kawayanon ES	120806	Anne V. Beringa	TIC	Marilou S. Garin			Vince Joseph L. Rosalia	
8	Pulang Yuta ES	120811	Neil T. Pacad	Head Teacher I	Marilou S. Garin			Sharon N. Caparas	
9	Tomalistic ES	120812	Mariville Y. Bombita	TIC	Lindy Lou B. Molina			Angelica B. Delfin	
	Culaba District		EXZAL J. PADECIO	Principal I/OIC PSDS					
1	Acaban ES	120815	Arlyn P. Leanda	Head Teacher III	Mary Jean R. Sabechana			Stephanie M. Sierra	
2	Bacolod ES	120816	Ednelin D. Parientes	School In-Charge	Faith Diana Rose A. Solayao			Mae R. Macabacyao	
3	Patag ES	120823	Anita A. Quial	Principal I	Faith Diana Rose A. Solayao			Lanie Tombaga	
4	Binongto-an ES	120817	Laarni B. Serenas	Head Teacher II	Cristene Bernadeth L. Galaez		Cristelle Gin R. Guasa		
5	Bool ES	120818	Jennifer P. Plecerda	Principal I	Shaira Jede M. Managaytay		Cristelle Gin R. Guasa		
6	Calipayan ES	120819	Leah R. Arreglo	Head Teacher I	Janevie S. Udtohan			Veronica M. Cuevas	
7	Culaba CS	120820	Mary Jean P. Correa	Principal I	Juvyliza D. Bulawit	Hidelita D. Ocenar	Cristelle Gin R. Guasa		
8	Habuhab ES	120821	Judith F. Fiel	Head Teacher III	Karen Shiva M. Cuevas				
9	Looc ES	120822	Nelson D. Catenza	Head Teacher II	Angel Rose B. Sales			Maria Riza D. Lagaras	
10	Pinamihagan IS	501046	Junasis Cahipe	Head Teacher III	Jerome D. Poligrates	Jan Harvey C. Durano			
11	Salvacion ES	120825	Faith Cleofe P. Calagos	T-III/SIC	Mary Jean R. Sabechana			Miguela C. Brown	
12	San Roque ES	120826	Crisanto B. Rosario	Head Teacher III	Claudine L. Supremo				
	Kawayan District I		MA. CRISTY LYN G. MERACAP	PSDS					
1	Kawayan CS - District Center	120834	Marilou M. Morillo	Principal II	Lutgarda M. Baliber	Imee A. Sabordo			

No.	SCHOOL	ID	NAME OF SCHOOL HEAD	POSITION	AU II/IV	ADAS II/III	Registrar I	Supervisor, (S.S. Officer, Accountant)
2	Balacson ES	120828	Nonilon C. Espejon	EPS II/SIC	Kristine Gladdie J. Mondelo			
3	Bilwang ES	120829	Rinalyn B. Villaganes	Teacher III/TIC	Rubilyn C. Golin	Erica C. Vibas		
4	Bulalacao ES	120830	Roderissa C. Ampong	Head Teacher I	Susan S. Bornillo	Imee A. Sabordo		
5	Burabod ES	120831	Veronica G. Dela Cruz	Principal I	Rubilyn C. Golin		Mary Joy L. Gervacio	
6	Kansanoc ES	120833	Diana V. Cabusor	TIC	Ramon J. Obispo II	Ritchie Y. Romero		
7	Tubig Guinoo ES	120841	Pepito F. Andrade	Principal I	Ramon J. Obispo II	Ritchie Y. Romero		
8	L. Atillo ES	120835	Jasmin R. Toñacao	Head Teacher III	Alma Y. Inguito			
9	Mapuyo ES	120837	Jane S. Rosanes	Principal I	Aaron Naphthali Anonar	Erica C. Vibas		May Ann C. Marito
10	Masagaosao ES	120838	Julianito F. Nobe, Jr.	Head Teacher II	Susan S. Bornillo			Ma. Divina A. Aplaca
11	Masagongsong ES	120839	Ercris C. Bayon-on	TIC	Alma Y. Inguito			
	Kawayan District 2		LUZVIMINDA A. FLORES	PSDS				
1	Tucdao ES - District Center	120842	Miguel A. Francisco, Jr.	Principal I	Diane S. Destor	Darius B. Espadilla		Preciosa Baroa
2	Baganito ES	120827	Benjamin P. Diaz, Jr.	Head Teacher III	Lyza Clouie B. Sabordo			Elpedio T. Esperanza, Jr.
3	Inasuyan IS	500411	Helen C. Yu	Assistant Principal II	Manasseh M. Salloman	Gia E. Matalcero		
4	L.E. Gozon ES	120836	Ariel D. Dable	Teacher In-charge	Joann M. Castro			Sheryl T. Llanto
5	San Lorenzo ES	120840	Dunstan M. Chiquillo	Principal I	Marielle Ana Guia D. Dado	Darius B. Espadilla		Note: COS promoted to ADAS II
6	Ungale I ES	120843	Bibian A. Bernal	Head Teacher III	Cherry Grace P. Calleja			Meriam Jean V. Daria
7	Ungale II ES	120844	Jether E. Allegado	School In-Charge	Marielle Ana Guia D. Dado			Josua C. Dejarlo
8	Villa Cornejo ES	120845	Michelle G. Romero	Head Teacher III	Joann P. Vero			Irish Ann D. Batistis
	Maripipi District		CAROLINE Y. LUMAGSAO	Principal III, OIC-PSDS				
1	Agutay ES	120846	Lani N. Gaviola	Head Teacher II	Reina Edsha S. Gutierrez			
2	Bato-Banlas ES	120847	Gladys B. German	Head Teacher II	Charmaine E. Dollente			
3	Binalayan ES	120848	Jocelyn T. Asugas	Head Teacher III	Nora G. Arao	Jazzzer R. Dingcong		
4	Calbani ES	120849	Jocelyn G. Manuel	Head Teacher II	Jenelyn C. Radam			
5	Canduhao ES	120850	Chamberlain O. Dela Cruz	School In charge	Charmaine E. Dollente			

No.	SCHOOL	ID	NAME OF SCHOOL LEADER	POSITION	AO II/IV	ADAS II/III	Registrar I	COO	DRRPER, DISD. OFFICER, Accountant)
6	Casibang ES	120851	Ma. Cristina O. Betonio	Head Teacher II	Nora G. Arao				
7	Danao ES	120852	Arman R. Macorol	School In Charge	Reina Edsha S. Gutierrez				
8	Maripipi CS	120853	Amelou L. Canonoy	Principal I	Gina Marie S. Baccay	Jazzer R. Dingcong			
9	Ol-og ES	120854	Johnny A. Lazaro	Head Teacher III	Jenelyn C. Radam				
10	Viga ES	120855	Ma. Lucena T. German	Head Teacher II	Vanessa Amor C. Gaviola			Kristhel Joy C. Macorol	
	Naval District 1		ALMA M. ATIBULA	PSDS					
1	Naval CS Sped - District Center	120860	Roxan S. Marilao	Principal III	Connie Faye L. Apinardo	Rhoen D. Calvez			
2	Agpangi ES	120856	Alfie S. De La Peña	Head Teacher III	Yvonne R. Caparro		Annaliza A. De La Pena		
3	Atipolo ES	120857	Jennifer D. Veruen	Principal III	Malou A. Bernadas		Annaliza A. De La Pena		
4	Cornelio P. Limpiado ES	120858	Mary Ann A. Quinto	Teacher III/TIC	Nickee L. Salazar	Spencer Carl B. Zamora		Shelda Kate G. Verana	
5	Sabang ES	120862	Jennylyn A. Astillo	TIC	Yvonne R. Caparro	Rhoen D. Calvez			
6	Sto. Nino ES	120863	Leizl E. Jayubo	Principal I	Ivy B. Matiga		Lyka L. Quinto		
	Naval District II		SHEILA H. COMPLETO	PSDS					
1	Caraycaray CS - District Center	120870	Helen O. Laurito	Principal II	Mary Jherramhe S. Merez	Cristy B. Arnoco	Lyka L. Quinto		
2	Anislagan ES	120865	Josi Jebson D. Sinilong	Head Teacher II	Bernadith Lipalam				
3	Borac ES	120866	Rosemarie E. Adobo	Head Teacher II	Bernadith Lipalam	Jezrel C. Gamana			
4	Catmon ES	120871	Gerardo N. dela Cruz	Principal II	Mae S. Quivete	Cristy B. Arnoco			
5	Haguikhican ES	120873	Alma D. Saclolo	Head Teacher I	Paul Harvey O. Laurito			Marvin L. Nartia	
6	San Pablo ES	120880	Chrizza T. Bernadas	TIC	Mitchelle A. Bontes	Jezrel C. Gamana			
	Naval District III		ARMANDO M. LAUDE	PSDS					
1	Calumpang ES - District Center	120868	Loida C. Sale	Principal II	Renalyn C. Garado		Lyka L. Quinto		
2	Cabungaan ES	120867	Anabelle U. Casas	Head Teacher I	Rovie Ann S. Atok			Wednesmar M. Patagnan	
3	Larrazabal ES	120859	Emelita T. Asumbrado	Principal III	Francis Mark B. Mesia			Irish Mae C. Bornillo	
4	Libtong Daku ES	120875	Gretchym A. Dela Pena	Head Teacher III	Apple B. Mesias			Pamela Y. Arojado	
5	Libtong Gamay ES	120876	Brosie T. Lagariza	Head Teacher III	Mitchelle A. Bontes			Rino P. De Paz	
6	Villacaneja ES	120882	Efren C. Superable	Principal I	Rovie Ann S. Atok			Antoinette T. Tradio	

	Naval District IV		GERARDO C. PAGHID	PSDS					
1	Lucsoon ES - District Center	120878	Solomon A. Merez, Jr.	Principal I	Dina P. Batoto				
2	Capinahan ES	120869	Nila C. Mocoerro	Head Teacher III	Cynthia B. Caneja	Arrah Shenna Lyn A. Olaivar		Marnie M. Regodo	
3	Eden ES	120872	Juvy C. Licong	Head Teacher II	Cynthia B. Caneja	Arrah Shenna Lyn A. Olaivar		Catherine A. Costanilla	
4	Imelda ES	120874	Elma S. Plaza	Head Teacher III	Jay Ann Gilboy			Meralona P. Niez	
5	Lico ES	120877	Azucena B. Hamtig	Head Teacher III	Jay Ann Gilboy				
6	P.S. Eamiguel ES	120879	Ryan A. Remandaban	Teacher In-charge/SEPS SocMob	Queennie Maria T. Gaviola	Roselle C. Alandra			
7	Talustusan ES	120864	Mary Grace J. Dacletan	Head Teacher I	Crazy S. Sabitsana				
8	Villaconsuelo ES	120881	Christian R. Polinar	Head Teacher I	Cila P. Paje				
SECONDARY SCHOOLS									
1	Almeria NHS	303319	Jesus I. Mangco	Principal IV	Karen J. Montes	Shannen Rose B. Pecajas		Jonaliza B. Merdejia	Vivien A. Garcia, Jobelle A. Tabuldan
2	Biliran National Agricultural HS	303320	Elvie M. Ruizo	Head Teacher III	Arlyn P. Penafflor	Ceazar Jude R. Darantinao			Lourdes C. Gaboya, Ma. Cyrine A. Uy
3	Bool NHS	303321	Elen P. Canonoy	Principal III	Sharity D. Ebina	Jason L. Devio		Maverick Anthony C. Culibra	
4	Cabucgayay NSAT	303322	Arnold T. Cerera	Principal II	Thelma G. Mocoerro	Juville J. Masibag, Ma. Nellie T. Noquera	Cyril Hans A. Sabarre		Marife D. Agang
5	Cabucgayay NHS	303323	Bianito D. Agang	Principal IV	Theresa Joy S. Agang	Denise Borrinaga, Joseph Randall C.		Trisha Claudette Delfin	
6	Culaba National Vocational School	303324	Elpie P. Leanda	Head Teacher II	Lesley Ann G. Lumaad	Lea Mae L. Horfilla, Gina R. Guasa, Richelle B. Rosaldo		Maria Charose V. Oledan	
7	Fidel M. Limpiado, Sr. NHS	303325	Leonora O. Mission	Head Teacher V	Nickee L. Salazar	Spencer Carl B. Zamora		Angel Mariz H. Baterna	
8	Kawayan NHS	303326	Elena Christy S. Agang	Principal IV	Rhine T. Sabonsolin	Mark Salvador C. Dagami	Miramada J. Baylon		Jalsey R. Dingcong, Maria S. Umpacan
9	Lucsoon NHS	303327	Modesta G. Olasiman	Principal III	Crisbeth Q. Merez	Roselle C. Alandra, Jonah Z. Paa		Sherwin Nikko S. Dacoy	
10	Caibiran National HS	303328	Ranulfo C. Rostata	Principal II	Jacel Joy P. Eborde	Novida R. Maderazo, Kendy	Yheny L. Mahibales		
11	Maripipi National Vocational School	303329	Dexter P. Enage	Master Teacher II	Salvacion Canonoy	Bonnie Jane B. Mapa, Mary Jane I. Macorol		Karen C. Mulles	Jo Irish C. Cabaluna
12	Naval National HS	303330	Zaea D. Villamor	Principal II	Yugi S. Trinidad	Angeline Navarro	Oscar O. Borinaga		Christine C. Rotilles, Susan C. Caloing
13	Naval School of Fisheries	303331	Rowena P. Gabuya	Principal II	Lea E. Ranola	Mary Jane M. Caagbay, Richard		Rosemarie B. Dela Cruz	Note: COS promoted to ADAS III

No.	School	School ID	Name of School Head	Position	AO II/IV	ADAS II/III	PDO I/ Registrar I	COS	OTHER NTP (Senior Bkuper, Disb. Officer, Accountant)
14	Tabunan NHS	303332	Patricio P. Laurito, Jr.	Principal I	Rhea B. Nierra	Lerma A. Eguia		Neil Patrick N. Malesido	
15	Tucdao NHS	303333	Rachelle C. Dado	Principal IV	Dandy Jake M. Limpiado	Alex C. Alcober		Nick Bryan P. Alegre	Nicodema I. Luangco, Atra A. Mantiguinas
16	Viga NHS	303334	Thelma O. Nierra	Head Teacher II	Vanessa Amor C. Gavioia			Rafael C. Villaluna	
17	WEBHSAC	313201	Elaine Joy S. Mejia	Principal I	Cynthia V. Ilae	Rica E. Garcia		Yvonne Jean L. Gadugdug	
18	Biliran Science HS	313202	Iris M. Gayrama	Assistant Principal II	Sebastian C. Gabuya	Wartita P. Uy		Lucyl P. Corpin	
19	ICT HS of Eastern Biliran	313203	Sonia G. Nunez	Principal I	Mary Clare S. Dangcl	Ellen Michelle R. Sanosa		Christian O. Tenchavez	
20	Naval Night High School	313204	Ma. Lourdes A. Batuto	Principal I	Sweet Licca O. Mission	Mary Joy M. Lagabit		Mirtelle Dhaye C. Sinangote	