

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGABAGAN NG EDUKASYON AT KULTURA  
Department of Education and Culture  
Manila

TANGGAPAN NG KALAHOK  
Office of the Secretary

July 3, 1975

DEPARTMENT MEMORANDUM  
No. 28, s. 1975

TWO WEEKS TO ONE MONTH RETENTION  
OF GENERAL OFFICE EMPLOYEES ASSIGNED TO REGIONAL  
OFFICES TO COMPLETE DEFERRED AND URGENT BUSINESS

TO: Bureau Directors  
Regional Directors  
Chiefs of Units, OCHC

1. Enclosed as Annex hereto is a list of employees deployed to Regional Offices who are to be retained from two weeks to one month depending on the urgency of the need for their services to complete unfinished business related to the operation of the old Bureaus and Units.

2. It is noted that the great number of those listed for retention are holding key positions in the regional offices. It is, therefore, desired that they attend immediately to unfinished business to which they are assigned and to complete the same within the month of July, 1975. No further extension will be allowed. They shall report to their regional assignments on the first week of August, 1975.

3. Employees whose names appear in the list shall be deemed to have reported to their regional assignments as of July 1st, 1975. Regional Directors are requested to make temporary assignments of any of their qualified personnel to perform the functions of their personnel whose retention has been authorized under this Memorandum.

4. Strict compliance herewith is hereby desired.

(SGD.) JUAN L. MANDAL  
Secretary of Education and Culture

Incl.: A/S

LIST OF EMPLOYEES RECOMMENDED FOR TWO WEEKS TO ONE MONTH  
RETENTION TO COMPLETE UNFINISHED BUSINESS

<u>Name</u>	<u>Position (Pre-Organization)</u>	<u>Region Assigned</u>	<u>Exp</u>
<u>I. Bureau of Vocational Education</u>			
<u>Budget &amp; Finance Division</u>			
1. Noli S. Ocampo	Budget Officer II	VI	Judge
2. Pedro Andres	Budget Examiner III	II	Budge
3. Ernesto Guing	Budget Examiner III	VIII	Range
4. Pablito Grispo	Budget Examiner II	III	Budge
5. Belan Castillo	Budget Aide	VI	Budge
6. David Francisco	Cashier II	IV	Cash
7. Jose Alarido	Clerical Aide	III	Budge
8. Rodolfo Labicane	Laborer	VIII	Issue
<u>Accounting Division:</u>			
1. Gonzalo R. Gumbon	Chief Accountant II	III	Budge
2. Erlinda F. Paltoner	Accounting Clerk II	X	Chief
3. Domisiano L. Bucago	Accountant II	IV	Accou
<u>Trade &amp; Industrial Education Division:</u>			
1. Felix E. Teyas	Supervising Educational Specialist I	9	Chief
2. Gloria A. Belan	Supervising Educational Specialist I	3	Head Supo
<u>Agricultural Education Division:</u>			
1. Jose Sardoza	Vocational Education Supervisor	VII	Head Supo
<u>Administrative Division &amp; Property Section:</u>			
1. Orlando P. Gonsaga	Administrative Officer III	III	Admin
2. Virgilio P. Pasandic	Auditing Examiner II	II	Chief
3. Estanislao Blas, Jr.	Internal Auditor I	I	Supp
<u>Personnel Division:</u>			
1. Dolores L. Vitug	Personnel Officer III	IV	Person
2. Antonio dela Chica	Supervising Personnel Transaction Examiner	VII	Person
3. Adolfo Escartin	Clerical Aide	I	Person

Deployment

Officer III  
Officer III  
Officer III  
Examiner II  
Examiner II  
er I  
Aide  
rger

Officer III  
Accountant I  
Assistant #1

Educational  
ervisor  
Educational  
ervisor

Educational  
ervisor

Administrative Officer III  
Accountant I  
y Officer III

Colonel Officer III  
Colonel Officer II  
Colonel Aide

<u>Name</u>	<u>Position</u> <u>(Pre-Organization)</u>	<u>Region</u> <u>Assigned</u>	
<u>I. WPA (cont'd)</u>			
<u>Records Division:</u>			
1. Armando M. Santos	Records Officer III	IV	Records
2. Torsetto Kurbalova	Clerical Aide	X	Person
<u>II. Bureau of Private Schools:</u>			
1. Proculo J. Acosta	Budget Officer	I	Budget
2. Jesus T. Chavez	Chief Accountant	XI	Budget
3. Cristobal Virducio	Supply Officer	III	Supply
4. Martin Cabalreja	Cashier I	I	Budget
5. Mercedes S. Romero	Accounting Clerk III	XI	Bookke
6. Jose Quiros	Senior Personnel Aide	X	Senior
<u>III. Bureau of Public Schools:</u>			
<u>Office of the Director:</u>			
1. Mercedes Sindico	General Education Supv. III	XI	Head B
2. Florencia Mercado	Clerk I	VIII	Budget
<u>Accounting Division:</u>			
1. Emilia T. Aranas	Accounting Clerk III	VIII	Chief
2. Guaberto T. Araras	Clerk I	VIII	Clerk
3. Mercedes P. Pagaconsa	Accounting Clerk III	VIII	Account
4. Alicia E. Benitez	Accounting Clerk I	VI	Statistic
5. Florento J. Larigna	Accounting Clerk I	IV	Account
6. Angelita D. Castillo	Accounting Clerk III	III	Account
7. Victoria H. Caribog	Accounting Clerk III	XI	Chief A
8. Angelita J. Coronel	Accounting Clerk III	VI	Chief A
9. Narciso T. Acefio	Accounting Clerk III	I	Records
10. Luisa E. Francisco	Clerical Aide	V	Clerk I
11. Elina M. Gonzalez	Bookkeeper I	III	Bookkee
12. Pacita D. Gonzalez	Accounting Clerk III	I	Account
13. Gloria A. Nicolas	Accounting Clerk I	III	Account
14. Ferrnani Polacico	Supervising Accounting Clerk	VI	Bookkee
15. Guillerma Sarosario	Bookkeeper I	IV	Bookkee
16. Bernarda Valdez	Accounting Clerk III	I	Bookkee
17. Lydia Vasquez	Clerk I	VI	Cashier
18. Vargel Sarosario	Accounting Clerk II	IV	Clerk I

Deployment:

ds Officer III  
ntel Aide

t Officer III  
t Officer III  
r Officer III  
t Examiner II  
eper I  
Personnel Aide

ducational Supv.  
Aide

Accountant -  
I  
ing Clerk III  
ical Aide II  
ing Clerk I  
ing Clerk III  
Accountant I  
Accountant I  
s Officer III

eper I  
ing Clerk III  
ing Clerk II  
eper I  
eper I  
I  
ing Clerk II

<u>Name</u>	<u>Position</u> <u>(EPO-Organization)</u>	<u>Region</u> <u>Assigned</u>	<u>Rep</u>
<u>III. AP's (cont'd)</u>			
<u>Property Division:</u>			
1. Eulipio Tagab	Supply Officer IV	IV	Supply O
2. Elicser Fuentes	Supply Officer III	II	Administ
3. Marcelina Encarnacion	Auditing Examiner I	IX	Budget
4. Felicidad Puertollano	Supply Officer I	VIII	Supply O
5. Edilena C. Maya	Teaching Aide Specialist	IX	Teaching
6. Ramon Teabe	Supervising Clerk I	VI	Statistic
7. Eduardo Melano	Clerk II	III	Statistic
8. Ramon Diaz	Clerk I	III	Clerk I
9. Desiderio Delgado	Clerk I	V	Clerk I
10. Eliseo Pardo	Clerk I	II	Clerk I
11. Feliciano Tambongor	Clerk I	VIII	Clerk I
12. Felina Carmonal	Janitor	I	Janitor
13. Pepito Salazarang	Laborer	X	Clerical
14. Juanito Parianza	Laborer		Janitor
15. Yodilla A. Sumbol	Clerk I	XI	Clerk I
<u>School Finance Division:</u>			
1. Esperanza Rodil	Budget Aide	I	Budget Ad
2. Maria Felix	Clerk (BAPCO)	III	Statistic
<u>Medical &amp; Dental Services &amp; CASH Controller Program:</u>			
1. Alfredo Jimeno	Supervising Dentist	XI	Medical S
2. Eulino Guaymas	Supervising Dentist	VIII	Supervisi
3. Bernabengilio Maragosa	Accounting Clerk III	III	Statistic
4. Jose Mayera	Budget Examiner I	IX	Budget Of
5. Eugenio Mayera	Budget Aide	III	Budget Ai
6. Amparo Velazquez	Laborer	X	Clerk I
7. Gerencacion B. Cayogan	Personnel Officer I	V.	Personnel
8. Prudencio Naranjo	Driver	IX	Driver
9. Lourdes I. Caliboso	Accounting Clerk III	X	Accounting
10. Domingo J. Trinidad	Accounting Clerk III	IX	Accounting
11. Artemio O. Morales	Cashier I	III	Cashier I
12. Jose Cordova	Supply Officer III	VI	Supply Of

Command

Officer IV  
Probation Officer III  
Examiner II  
Officer I  
Miss Specialist  
Chief  
Section I

Side

Side  
Miss II

Services Supv. I  
Chief Clerk  
Miss III  
Officer II  
Miss

Officer II

Miss Clerk III  
Miss Clerk III

Officer III

C A M H

Position  
(Pre-Organization)

Region  
Assigned

- II. BPA (cont'd):
- Medical & Dental Services &
- WAF Nutrition Program:
- 13. Juliana B. Arango
- 14. Adela Morales
- 15. Honor B. Nicolas
- 16. Angelica E. Luperon

- Senior Clerk
- Clerk I
- Driver
- Laborer

- VI
- XI
- VI
- V-

- Station
- Station
- Driver
- Clerk

- Applied Nutrition Program:
- 1. Lydia T. Jandlog

- General Education
- Supervisor II

- VI

- General
- Supervisor

- Personnel Division:
- 1. Leticia V. Bastida
- 2. Abelardo C. Vergara

- G. S. Teacher
- Personnel Aide

- V
- V

- Personnel
- Senior

- IV. Office of the Secretary:
- 1. Leovigildo Gallardo

- Auditors Internal Auditor

- II

- Chief



Deployment

Class  
Medical Aide  
Dental Aide

Education  
Advisor

Dental Aide  
Personnel Aide

Accountant I