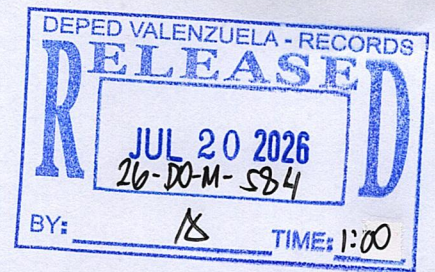




Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0588, s. 2026

**APPOINTMENT OF MS. ROMINA E. AGUSTIN AS ADMINISTRATIVE OFFICER V
OF SDO VALENZUELA CITY**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This is to announce the official appointment of **Ms. ROMINA E. AGUSTIN** as the new **Administrative Officer V** of this Division effective **July 15, 2026**.
2. The Administrative Officer V shall be responsible for supervising personnel management, records management, cash disbursements, and supply/property management to ensure smooth operational workflows across the division.
3. Effective immediately, all related documents, payrolls, and official transactions requiring the approval or signature of this Office shall be routed and addressed as follows:

ROMINA E. AGUSTIN
Administrative Officer V

4. In view thereof, all personnel are enjoined to extend their full support and cooperation to the new Administrative Officer.
5. For your information, guidance, and strict compliance.

NOEL D. BAGANO
Schools Division Superintendent

KC - APPOINTMENT OF MS. ROMINA E. AGUSTIN AS ADMINISTRATIVE OFFICER V OF SDO VALENZUELA CITY
_____/July 16, 2026