



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
 Superintendent**

**26 April 2024**

DIVISION MEMORANDUM  
 OSDS No. **087**, s. 2024

**ORIENTATION ON THE ENCODING OF TABLE 14-DISTRICT DATA BULLETIN  
 FOR S.Y. 2023-2024**

To: Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 Administrative Officers II  
 All Others Concerned

1. In reference to **Paragraph 4 of Region Memorandum AD No. 25 s. 2021 on DEPED SOCCSKSARGEN Region Revised Guidelines on the Implementation of Reclassification for Teaching and Teaching-Related Positions**, All identified Administrative Officers II are directed to assist the district in determining the allowed number of Master Teacher positions to be created in the elementary and secondary schools and strengthen the implementation of the career progression system for Master Teachers as contained in DECS Order 57, s. 1997.

2. Anent this, an orientation for identified Administrative Officers II for the preparation of Table 14-District Bulletin (Elementary) for S.Y. 2023-2024 shall be on May 14, 2024 at 9:00 A.M to 12:00 P.M at the Schools Division Office Conference Hall.

NO.	DISTRICT	AO II REPRESENTATIVE
1	Banga East	NAFARRETE, DYRENE MAE BALADHAY
		PLAUTA, CRISTINE NIEVARES
		LAMA, ANTONETTE THRESTINE BRIGILDO
2	Banga North	DAGURO, DEBBIE DIANE GO
		DAROY, SHIELA MAE GOLBEQUE
		YAP, IAN VON JABIAN
3	Banga South	CASINTO, IVY GALUPAR
		SALVADOR, JHOANNE ABAGAT
		ABAGAT, DOREEN DUPA
4	Lake Sebu East	ESPAÑOLA, MAY JOY FERNANDEZ
		CERBO, MISHELLE BARTOLOME
		CELENDRO, LOVERLEN TRESBE
5	Lake Sebu West	SUMONSOL, ALI MAMALUBA
		BRAZIL, EMIL JOHN CATEDRAL
		BARCELLANO, JELLA GUBALANI



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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		CASTILLON, AIZEL CELESTE
		ALICIO, ADRIFE IAN CORPUZ
6	Norala	ARNAIZ, MA NESSA LAGSUB
		ARADANAS, LORELYN ALIS
		DOLOR, JELLY NABARTE
		RODERO, MEL CHELE CABALLERO
7	Polomolok East	BRIÑOSA, NORMIE JUN CONLU
		PESCASIOSA, CHERRY CULA
		JITOTOWANI, LEILANIE SORIANO
		PACIFICO, ALIAH GILLE PALOMO
8	Polomolok West	RAMOS, BIANCA PAULA DELFIN
		AGRAVANTE, JANICE GACUTAN
		DAGUPLO, FRECILIA BUYAO
		SUA, DELNA TRINA GRACE LAZAGA
9	Sto. Niño	RECIDORO, LEAH MAÑOSA
		DELA CRUZ, KRISTINE EVE PERIDA
		ALAGAO, SHERL-EVE JOLO
		MIRANDA, JOAN FALCIS
10	Surallah Central	VALENZUELA QUEENIE MAY JOAQUIN
		VEGAFRIA, RICHELLE OMALLAO
		TODOC, SHARMAINE QUIMSING
11	Surallah North	COFLEROS, KRISTINE MAY GENEZA
		DEAÑO, LEAH DAGUM
		OGAYCO, GIPER BANDERADO
		TAMALA, MYLENE DIRECTO
12	Surallah South	ANGELES, ARLIE CHECA
		FELICIA, LEONY SARIO
		CORNELIO, MATJYL CHRIS HARNERO
		CATUBAY, SHIELA MAE MARTOS
13	T'boli East	NOGALO, RONALD BAUTISTA
		UMPIG, ROLDAN PASCUA
		BIOCO, LARRYBOY SAGARAL
		TRABADO, MARY JOY BENITO
14	Tboli West	RADA, MAE ANGELI SUMAGAYSAY
		ORACION, ANGELO MARTINEZ
		MOLLILA, JOHN FRANCES BEJIDOR
		IGNACIO, GWENDELYN PADERNILLA
15	Tampakan	BUDIONGAN, ALTA GAY YANG
		LAVILLES, CHARMAGNE FRANCELISO
		ALQUIZAR, BONA FE SODOSO
		SUYOD, CHARINA POLLOSO



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16	Tantangan	SANTIAGO, RHEA MAE FUENTES
		PATOSA, CHERRY MAE AGAPAY
		LEDDA, LYZA MYRA AGSAMOSAM
		MONTANCES, CARLINA II CARISMA
17	Tupi North	AMPATUAN, NUR ALI KENIS
		MANSILLA, CYRILLE UMADHAY
		NUÑEZ, ROSEMARY SALES
		CALAQUE, WYNA OLANO
18	Tupi South	JORDAN, LIEZEL SOLILAPSI
		VARGASA, MERIAM TABLON
		MANZANO, SUSAN CABANBAN
		LOZADA, CHERRY TAN

- All identified Administrative Officers II are directed to bring one (1) copy of duly approved School Form 7 (SF 7)-School Personnel Assignment List and Basic Profile approved by the School Head as of April 30, 2024, this shall be the basis of the data to be encoded in the District Data Bulletin-Profile and Assignment (Table 14) for S.Y. 2023-2024 updated as of May 14, 2024.
- All identified Administrative Officers II are encouraged to bring laptops and extension cords to be used during the process.
- Transportation and incidental expenses of personnel concerned shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
- All identified Administrative Officers II are directed to update the Online Summary of District Data Bulletin-Profile and Assignment (Table 14) for S.Y. 2023-2024 on or before May 21, 2024 through this link <https://bit.ly/3UCxuXP>.
- The submitted District Data Bulletin-Profile and Assignment (Table 14) shall be duly signed by the District Supervisor in five (5) copies with one (1) copy of School Head Approved School Form 7 (SF7)-School Personnel Assignment List and Basic Profile of each school as of April 30, 2024 in a one (1) long size white folder fastened on the side.
- This shall be submitted to the Administrative Section c/o Ms. Raiza Mae E. Boldios, AO II and Mr. Karl Paolo D. Fernandez, ADAS VI on or before May 31, 2024, an electronic copy shall also be uploaded through this link, <https://bit.ly/3Un7aiT>.
- Enclosed is the template of the District Data Bulletin-Profile and Assignment (Table 14) for reference.



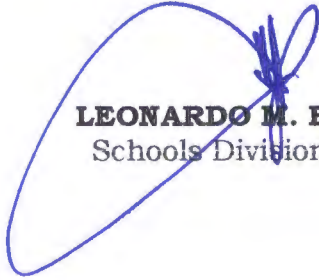
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10. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

POSITIONS                      RECORDS  
REQUIREMENTS

RMB/DM- orientation on the encoding of table 14-district data bulletin  
FOR S.Y. 2023-2024

0000/April 26, 2024