



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya




12 December 2025

DIVISION MEMORANDUM
No. 579, s. 2025

**ORIENTATION/RE-ORIENTATION OF THE DUTIES AND RESPONSIBILITIES OF
ADMINISTRATIVE OFFICERS AND PERFORMANCE TARGETING**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Education Program Supervisors-
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. Relative to the continuous turnover and appointment of Administrative Officers, this office finds it necessary to conduct an Orientation/Re-orientation of Administrative Officers December 17, 2025 at 8:00AM, venue to be arranged.
2. The objective of the said Orientation/Re-orientation includes:
 - a. Orient/re-orient Administrative Officers of their duties and responsibilities
 - b. Discuss ways on how to improve skills and knowledge in their field of work
 - c. Plan as regards the performance of work for the upcoming year
3. Anent this, all Administrative Officers are mandated to attend said activity. Traveling expenses shall be charged against local funds subject to usual accounting guidelines, rules and regulations.
4. For information, guidance and strict compliance


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
12-2025-805



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