Republic of the Philippines
Department of Education
Region lll – Central Luzon
Schools Division of Bulacan
SAN ILDEFONSO NORTH DISTRICT

Office of the District Supervisor

District Letter No. 41, s. 2026

Date: October 26, 2026

To: All School Heads
All Administrative Officers
All Administrative Assistants
Project Development Officer (PDO)
Other Concerned Personnel

Subject: CONDUCT OF DISTRICT REORIENTATION ON FUNCTIONS, WORK ETHICS, AND FORMAL TURNOVER OF DOCUMENTS AND RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL

1. In line with the district's continuing commitment to efficient school operations, strengthened accountability and responsive public service, a District Reorientation on Functions, Work Ethics and Formal Turnover of Documents and Responsibilities shall be conducted for all concerned personnel.

2. This activity is particularly timely with the complete deployment of twenty (20) Administrative Officers (AOs) to the district's twenty (20) schools. It aims to establish a clear understanding of their respective functions, strengthen coordination among school personnel and facilitate a smooth and orderly transition of responsibilities from former to newly deployed administrative personnel.

3. Specifically, the activity aims to

a. Reorient administrative personnel on their duties, responsibilities and the scope of their respective functions in accordance with existing DepEd policies and guidelines.

b. Clarify the roles and working relationships of Administrative Officers, Administrative Assistants, the Project Development Officer (PDO), and School Heads in the implementation of administrative and school management functions;

c. Reinforce professional work ethics, including integrity, accountability, confidentiality, punctuality, courtesy, teamwork and commitment to quality public service.

d. Ensure the systematic and documented turnover of official records, files, reports, financial and property-related documents, pending transactions, and other accountable documents, as applicable to the positions concerned;

e. Identify outstanding transactions, deadlines, unresolved concerns, and other matters requiring immediate action to ensure continuity of operations; and

f. Establish a common understanding of reporting procedures, communication protocols, records management, and monitoring mechanisms to promote timely, accurate, and efficient delivery of administrative services.

4. All concerned personnel are directed to observe the following arrangements:

a. **School Heads** shall supervise and validate the turnover process within their respective schools, ensure that all required documents are properly inventoried

and acknowledged, and provide the necessary support and guidance to the newly deployed Administrative Officers.

b. **Former and Newly Deployed Administrative Officers** shall jointly undertake the inventory, verification and formal turnover of all applicable records, documents, pending transactions and accountable items. A signed turnover checklist and acknowledgment document shall be prepared and submitted to the School Head for review and appropriate action.

c. **Administrative Assistants** shall participate in the reorientation and coordinate with the concerned personnel to promote consistency in administrative procedures, reporting, documentation and records management.

d. **The Project Development Officer (PDO)** shall coordinate with the concerned personnel on applicable district-level administrative procedures, reporting requirements, monitoring arrangements, and other related functions within the scope of the position.

e. **All concerned personnel** shall ensure that official documents and records are handled securely, accurately and in accordance with applicable DepEd policies and records management guidelines. Any missing documents, unresolved transactions, or discrepancies identified during the turnover shall be documented and reported promptly to the School Head for appropriate action.

5. The activity shall be conducted on October 30, 2026 at 8:00 am to 5:00 pm at the District Office. All participants are expected to come prepared with relevant documents, current work assignments, records inventories, pending transactions, and other materials necessary for the reorientation and turnover process.

6. The School Heads shall ensure that the activity and subsequent turnover arrangements are undertaken without unnecessary disruption of teaching and learning activities. A consolidated report on the completion of the turnover, including identified concerns requiring district-level assistance, shall be submitted to the Office of the Public Schools District Supervisor on this day.

7. The resource speakers are the following:
   1. Ana-Liza M. Villanueva, EdD – Public Schools District Supervisor
   2. Tristan Russ E. Valderama – Project Development Officer I
   3. Celeste G. Ga – Administrative Assistant III
   4. Lichelyn P. De Jesus – Administrative Assistant II

8. Strict compliance with this Memorandum is hereby enjoined to ensure an orderly transition of responsibilities, clear accountability, and the continuous delivery of efficient, effective and quality educational support services in all twenty (20) schools of the district.

ANA-LIZA M. VILLANUEVA, EdD
District Supervisor