



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
**Schools Division of Bohol**

**Office of the Schools Division  
Superintendent**

January 8, 2026

**DIVISION MEMORANDUM**

No. 020, s. 2026

**AUTHORITY TO PERFORM DUAL FUNCTIONS DURING TRANSITION PERIOD OF  
THE NEWLY PROMOTED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public Schools District Supervisors/Acting PSDSs  
Heads of Elementary and Secondary Schools  
All Others Concerned


This Office respectfully grants authority to allow newly promoted from Administrative Assistant II/III to Administrative Officer II (AO II) to perform dual functions, through proper scheduling, by reporting both to their newly assigned school or station and their previous school assignment, while awaiting the replacement for the vacated position.

Please be informed that the Human Resource Merit Promotion and Selection Board (HRMPSB) is currently conducting the recruitment and selection process to ensure that the ranking for ADAS II and III positions will be completed within the month of January 2026.

All affected School Heads are requested to extend their full support to ensure that no administrative and financial functions are compromised, that the continuous delivery of administrative services is maintained, and that a smooth transition is facilitated, including the proper turnover of school property, records, and accountabilities to the incoming successors once the vacant positions are filled.

This request applies only to schools directly affected by the vacancies and where no other personnel are available to handle/assume temporarily the essential administrative functions.

Immediate dissemination of and compliance with this Memorandum is desired.

  
**FAY C. LUAREZ EdD, PhD.TM, CESO VI**  
Schools Division Superintendent



**Address:** 0050 Lino Chatto Drive Barangay Cogon,  
Tagbilaran City, Bohol  
**Telephone No.:** (038) 411-2544  
**Email Address:** deped.bohol@deped.gov.ph

