



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
 No. 24 , s. 2024

21 OCT 2024

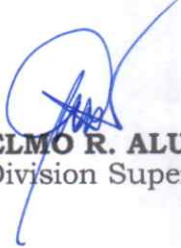
**NEW CLUSTER ASSIGNMENT OF MAIPALIG-QUIOM ELEMENTARY SCHOOL
 AND COLO-MABALENG ELEMENTARY SCHOOL**

To: Assistant Schools Division Superintendent
 Public Elementary and Secondary School Heads
 Administrative Officers II
 Cluster Administrative Assistants
 All Others Concerned

- In light of the reassignment of School Administrative Officers II, a restructuring of the three school clusters is necessary to ensure the smooth and efficient handling of administrative and financial transactions in our schools.
- Thus, the following new cluster assignments shall be implemented effective **November 6, 2024 (November Liquidation)**:

School Name	From	To
Maipalig-Quiom Elementary School	Cluster 1 (CAMES Cluster)	Cluster 2 (MMMES Cluster)
Colo-Mabaleng Elementary School	Cluster 2 (MMMES Cluster)	Cluster 1 (CAMES Cluster)

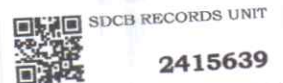
- School Heads and Administrative Officers II** of the affected schools must ensure a smooth transition of responsibilities. Proper coordination and communication between the outgoing and incoming cluster teams should be prioritized to avoid disruption in administrative and finance-related processes.
- For immediate dissemination, information, and guidance.


ANSELMO R. ALUDINO
 Schools Division Superintendent

Encl.: None
 Reference:
 To be included in the Perpetual Index
 Under the following subject:

ASSET MANAGEMENT
 FINANCE

DRO/ 24018 New Cluster Assignment of Maipalig-Quiom Elementary School and Colo-Mabaleng Elementary School



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