



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

**DIVISION MEMORANDUM**

No. **517** s. 2025

To : Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Division Unit Heads  
Public Schools District Supervisors  
Elementary, JHS and SHS Principals/OICs  
All Others Concerned

**AREA OF ASSIGNMENTS OF THE  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS**

1. Relative to the designation of the new Officer In-charge of the Office of the Assistant Schools Division Superintendent, the following are their area of assignment effective immediately:

<b>Area</b>	<b>MARIA CELINA L. VEGA, CESO VI</b>	<b>JAIME T. TUGADE, PhD, CESE, RGC</b>
EDDIS	EDDIS 1, 4 & 5	EDDIS 2, 3 & 6
Investigation Committee	EDDIS 1, 4 & 5	EDDIS 2, 3 & 6
Bids and Awards Committee	Chair - Goods and Services and Infrastructure	Vice Chair - Goods and Services and Infrastructure
HRMPSB	Chair - CID Key positions Vice Chair – SGOD Key Positions Chair – Non-Teaching Level 2 Chair – SG 22 up	Vice-chair - CID Key positions Chair – SGOD Key Positions Chair – Non-teaching Level 1 Vice Chair – SG 22 up
Oversee Operations	CID Administrative Services (Property and Supply, General Services) Finance services, (Budget, Accounting and Cash) Division Legal Officer Contracts Clearances and area of jurisdiction for administrative cases	SGOD Administrative services (personnel, admin office, payroll, records) ICT Titling of schools and area of jurisdiction for admin cases
Teacher Ranking 1	Secondary	Elementary



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2. The Assistant Schools Division Superintendent reports directly to the Schools Division Superintendent to generally provide overall management and technical assistance for the efficient operations and effective implementation of policies and education programs at the Schools Division level.


The following are the Key Result Area

- Strategic Management and Operations
  - Curriculum and Instruction Management
  - Human Resource Development and Management
  - Resource Management
  - Partnership and Linkages
3. Monitoring of programs, projects and activities under CID & SGOD shall be done on a division-based mode regardless of EDDIS assignments by the ASDSes.
4. It is strictly advised that signatories in all transactions and documents be addressed accordingly as follows:

**MARIA CELINA L. VEGA, CESO VI**  
Assistant Schools Division Superintendent

**JAIME T. TUGADE, PhD, CESE, RGC**  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

5. For information and compliance.

  
**CECILIA E. VALDERAMA, PhD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

October 13, 2025