



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF CABUYAO  
DISTRICT 4A  
**MARINIG SOUTH ELEMENTARY SCHOOL**

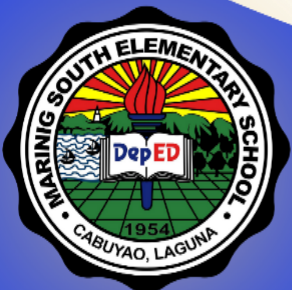
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**Guidance Office**

Marinig South Elementary School (MSES) built a guidance office to create and implement programs for learners' holistic development. It also helps students in acquiring knowledge of their own strength by identifying their talents and skills and assists in learning appropriate behaviors that will enhance their existing values and prepare them in their relationship with others. Parents, as well as teachers, visit the guidance office seeking advice and counselling sessions in connection to the well-being of their children or learners. In addition, the said office also caters to parents and teachers' inquiries with regards to learners school records such as School Form 10 (SF10) and Certificate of Enrolment (COE).

Furthermore, MSES' guidance office is located beside Etokarunungan building near the school covered court. Our guidance office coordinator is Mrs. Maria Eda C. Lapidez. She conducts orientation and counseling not only to learners' but also to parents and teachers, makes sure that all the learners' school records are well kept, and she also consolidates all the quarterly examinations' results.

*Mrs. Maria Eda C. Lapidez conducts orientation about school policies during parent-teacher meetings, and she also provides counselling sessions to learners who need guidance.*





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**Administration Office**

Administration Office (Admin Office) involves the management of school operations, from creating a safe learning environment to managing the school budget. Moreover, they are responsible for providing administrative support for an office or department within a school. They play a crucial role in day-to-day life of a school by providing a wide range of administrative support to keep everything running as smoothly as possible.

MSES admin office is located near the school gate beside Hemedez building. Mrs. Susana P. Bermillo, Administrative Officer II and Ms. Myrna C. Anoñuevo, school clerk, are assigned to manage the said office. Parents, teachers, learners as well as visitors are welcome to visit the admin office if they have inquiries.



*Mrs. Bermillo, with the assistance of Ms. Añoñuevo, organizes the school files and oversees the monthly budget of the school and inventory of the office supplies.*

Prepared by:

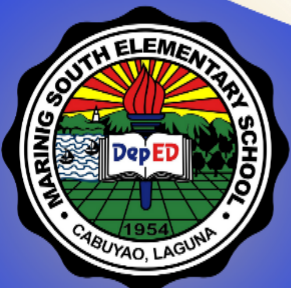
*Pat*  
**IMIE DIANN C. PAJARES**

*Mm*  
**MARIMAR V. VALENZUELA**

Noted:

*Emmanuel B. Cerda*  
**EMMANUEL B. CERDA**

Principal II



**MASIGASIG**  
Batang Timog Marinig

**DepED**  
DEPARTMENT OF EDUCATION