



ACADEMIC & ADMINSTRATIVE STAFF

Guidance Counselor : THESSA CHARMAINE B. BALAGOT

Guidance Counselor provides guidance and counseling to pupils and students to promote better understanding of one's self, of other people and of social norms in general.

Student Activity Coordinator : JOSEPH B. CORTEZ

Student Activity Coordinator is responsible for the organization, coordination, and evaluation of co-curricular activities of the School.

School Librarian :

School Librarian is responsible for the management of the School Library and ensures that instructional materials are available and accessible to students and teachers in order to develop positive reading and study habits.

Property Custodian : AALIYAH PADILLA

Property Custodian is responsible for procurement, custody, issuance, inventory and record maintenance of school supplies, textbooks, properties and assets.

School Nurse : RACHELLE B. MATIAS

School Nurse shall be responsible in administering first aid measures to pupils/student, teacher and admin staff in cases of illness, accident or in emergency cases. He monitors daily sanitation and hygiene of the School and its facilities.

Cashier : NOEMI DE GUZMAN MAPA

Cashier is responsible for the appropriate collection of all school fees and issuance of official receipts for all the funds collected.

Accounting Clerk : PRIMADONNA G. BELEN
DORIS Q. CAFIRMA

Accounting Clerk is responsible in the preparation of petty cash vouchers and check vouchers with supporting documents, and releasing the same to appropriate payee after proper approval is obtained.

School Secretary : ZAIN AL-GHAMDI

School Secretary performs administrative, clerical work and any other duties and responsibilities as may be assigned by the School Principal.

Government Relations Officer : ABDULATEEF ABDULAZIZ

Government Relations Officer (Saudi National) serves as the school authorized representative to facilitate, with appropriate Saudi Government Agencies, the processing of official documents to satisfy the requirements of the host government pertaining to the operation of the school.