



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

January 21, 2025

**DIVISION MEMORANDUM**

No. 041, s. 2025

**ORIENTATION OF NEWLY INSTALLED ASSISTANT SCHOOL PRINCIPAL II**

TO: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. Relative to the designation of Assistant School Principal II, this Division shall conduct an orientation of newly installed Assistant School Principal II and OIC-Assistant School Principal II together with their respective School Heads on January 22, 2025, 1:00PM at the SDO Conference Hall, Provincial Sports Complex, Bolbok, Batangas City.
2. The objectives of the orientation are to:
  - a. orient the School Heads and Assistant School Principal II on the duties and functions of Assistant School Principal II as indicated in DepEd Order No. 19 s. 2016;
  - b. clarify issues and concerns relative to the functions of Assistant School Principal II.
3. Participants in this orientation are the newly designated Assistant School Principal II, OIC-Assistant School Principal II of Senior High Schools / Integrated Schools and their respective school heads(See attached Enclosure 1).
4. This Memorandum shall serve as travel order of the participants.
5. Immediate dissemination and strict compliance with this Mmemorandum are earnestly desired.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent



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Enclosure I

No	Name of Participants	Position	School
1	Mary Jane Gonzales	Principal IV	Padre Garcia Integrated NHS
2	Maybel M. Din	ASP II	Padre Garcia Integrated NHS
3	Rhona B. Clayton	ASP II	Padre Garcia Integrated NHS
4	Thelma Pascua	Principal IV	Taysan San Jose Integrated NHS
5	Levi M. Perez	ASP II	Taysan San Jose Integrated NHS
6	Analiza L. Magmanlac	ASP II	Taysan San Jose Integrated NHS
7	Lemuel Dayo	Principal IV	Buhaynasapa Integrated NHS
8	Marissa A. Quinia	ASP II	Buhaynasapa Integrated NHS
9	Jocelyn M. Manset	Principal IV	Dr. Juan Pastor MNHS
10	Rosette L. Tapalla	ASP II	Dr. Juan Pastor MNHS
11	Marlon R. Pinon	ASP II	Dr. Juan Pastor MNHS
12	Wilfredo Dakila	Principal IV	Anselmo A. Sandoval MNHS
13	Carmelo Carpio	ASP II	Anselmo A. Sandoval MNHS
14	Marvin Abanes	ASP II	Anselmo A. Sandoval MNHS
15	Anacleto Guno	Principal IV	Palahanan Integrated NHS
16	Juliet J. Silang	ASP II	Palahanan Integrated NHS
17	Dulce Amor Abante	Principal IV	Bauan Technical INHS
18	Moises Israel C. Abel	ASP II	Bauan Technical INHS
19	Cristobal R. Adarlo	ASP II	Bauan Technical INHS
20	Ellen Toldanes	Principal II	Lemery Senior High School
21	Reimar A. Cornejo	ASP II	Lemery Senior High School
22	Matthew Alliene D. Mendoza	ASP II	Lemery Senior High School
23	Ma. Lourdes Tenorio	Principal III	Balayan Senior High School
24	Ronel A. Gomez	ASP II	Balayan Senior High School
25	Elizabeth Andito	Principal II	Pantalan Senior High School
26	Ron Ronald Cloma	ASP II	Pantalan Senior High School
27	Maricyl P. Tendan	ASP II	Pantalan Senior High School
28	Catherine Gonzales	Principal II	Malvar Senior High School
29	Nimfa W. Sor	ASP II	Malvar Senior High School
30	Maricar C. Macahia	ASP II	Malvar Senior High School
31	Sofio Panaligan	Principal II	Nasugbu East Senior High School
32	Pedro C. Nepomuceno Jr.	ASP II	Nasugbu East Senior High School
33	Alexandra V. Cloma	ASP II	Nasugbu East Senior High School
34	Wilfredo Andrin	Principal I	Calatagan Senior High School
35	Jerome A. Cudiamat	ASP-II	Calatagan Senior High School
36	Richard A. Buenas	ASP-II	Calatagan Senior High School
37	Arnel Evangelista	Principal IV	Laiya Integrated NHS
38	Arrah S. Sulit	ASP-II	Laiya Integrated NHS
39	Glenda Mendoza	Principal II	Tuy Senior High School
40	Ma. Rhoda E. Panganiban	ASP-II	Tuy Senior High School
41	Rosauro Valeriano	ASP-II	Tuy Senior High School



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42	Erlene Martinez	Principal II	Alitagtag Senior High School
43	Randolf Badillo	ASP-II	Alitagtag Senior High School
44	Lanny A. Tolentino	Principal-II	Placido T. Amo Senior High School
45	Fe E. Nanteza	ASP-II	Placido T. Amo Senior High School
46	Juharra M. Dalam	ASP-II	Placido T. Amo Senior High School
47	Marcela A. Agdan	Principal II	San Pascual Senior High School 1.0
48	Rochelle R. Bandong	ASP-II	San Pascual Senior High School 1.0
49	Nalaine Quitain	Principal II	Cuenca Senior High School
50	Blademer O. Manalo	ASP-II	Cuenca Senior High School
51	Bernadette T. Mendoza	ASP-II	Cuenca Senior High School
52	Ritchell Serrano	Principal II	Taal Senior High School
53	Edelyn B. Salazar	ASP-II	Taal Senior High School
54	Maria Elouisa S. Manongsong	ASP-II	Taal Senior High School
55	Donna Susana Godoy	Principal II	Lobo Senior High School
56	Gigi M. Agito	ASP-II	Lobo Senior High School
57	Rowena A. Ramirez	Principal II	Taysan Senior High School
58	Christian Africa	OIC-ASP-II	Taysan Senior High School
59	Anicia Indicio	Principal IV	Pansol Integrated NHS
60	Elsie T. Bolado	ASP-II	Pansol Integrated NHS
61	Janice Mendoza	OIC-ASP-II	Pansol Integrated NHS
62	Nora Dagle	Principal I	Alupay Integrated NHS
63	Phil Perena	OIC-ASP-II	Alupay Integrated NHS
64	John Agdan	Principal II	Talisay Senior High School
65	Leah Sanggalang	OIC-ASP-II/HT-III	Talisay Senior High School
66	Loverealjoy Lopez	Principal I	Pinagbayanan INHS
67	Emelita Capistrano	OIC-ASP II	Pinagbayanan INHS