



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

09 February 2026

**DIVISION MEMORANDUM**

No. 081, s. 2026

**COORDINATION MEETING OF SDO CASH SECTION AND  
SECONDARY SCHOOLS – AUTONOMOUS AND IMPLEMENTING UNIT**

**TO:** Assistant Schools Division Superintendents  
Public Secondary School Heads  
All Others Concerned

1. In line with the continuing effort of the Schools Division Office to ensure compliance with existing government accounting and auditing rules and to strengthen internal control procedures, a coordination meeting will be conducted on February 12, 2026, from 1:00 pm to 4:00 pm via MS Teams.
2. This activity aims to review, clarify, and implement the latest updates and guidelines from the Bureau of the Treasury (BTr) regarding fidelity bonding, remittances, and the issuance of certificates of deposit. It will also provide reminders and updates on proper cash management, including the handling of collections and deposits, reporting procedures, and the resolution of related issues and concerns.
3. Participants in the said meeting are the Administrative Assistants II of secondary schools – Autonomous and Implementing Unit (*See Attachment*) and selected Cash personnel in the division office.
4. For any question or concern, please contact the Schools Division Office - Cash Section through email at [sdobatangas.cash@deped.gov.ph](mailto:sdobatangas.cash@deped.gov.ph).

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

Encl. None

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RNM / COORDINATION MEETING OF SDO CASH SECTION AND SECONDARY SCHOOLS – AUTONOMOUS AND IMPLEMENTING UNIT / R2-149269 / 02-09-2026



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**Attachment**

**LIST OF PARTICIPANTS**

No.	NAME OF EMPLOYEE	POSITION	SCHOOL/DISTRICT/OFFICE
1	MARIA ELOISA O. HERNANDEZ	ADAS II	Balayan National High School
2	KEVIN IAN ALBERT P. BUKIS	ADAS II	Dacanlao G. Agoncillo National High School
3	IRENE V. MALAPITAN	AO I	Governor Feliciano Leviste Memorial National High School
4	VICTORIA L. DE LOS REYES	ADAS II	Banilad National High School
5	CHRISTINE KARLA M. RIVERA	ADAS II	Bilaran National High School
6	JANETH M. TUNGOL	ADAS II	Calatagan National High School
7	JIGSON M. MANAOIS	ADAS II	Dr. Crisogono B. Ermita Sr. Memorial National High School
8	ALEXANDER D. AGUZAR	ADAS II	Jose Lopez Manzano National High School
9	DAISY H. PEJI	ADAS II	Lian National High School
10	LUZVIMINDA G. GAA	ADAS II	Looc National High School
11	JUDITH C. ROMERA	ADAS II	Lucsuhin National High School
12	MARCOS R. BUHAYIN	ADAS II	Lumbangan National High School
13			Payapa National High School
14	JANDARIA F. ALVAREZ	ADAS II	Pedro A. Paterno National High School
15	DIANALYN M. CARANDANG	ADAS II	Taal National High School
16	ANABEL M. CAISIP	ADAS II	Tala National High School
17	RHENE A. BOONGALING	ADAS II	Alalum National High School
18	ROMELYN S. CABRAL	ADAS II	Anselmo A. Sandoval Memorial National High School
19	MAGDALENO D. TALLEDO	ADAS II	Banoyo National High School
20	DECENA H. CRUZAT	ADAS II	Bauan National Agricultural and Vocational High school
21	JAYSON P. BAGSIT	ADAS II	Bauan Technical Integrated High School
22	NIKKI LEI A. PAYUMO	ADAS II	Masaguitsit-Banalo National High School
23	RESTYN JOYCE L. CARIDO	ADAS II	San Pascual National High School
24	JOSELITO M. DE VILLA	ADAS II	Sta. Monica National High School
25	FIEL MARIE F. LUZON	ADAS II	Tingloy National High School



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26	JAYSON A. MARALIT	ADAS II	Malvar School of Arts and Trade
27	IREEN C. AMUTAN	ADAS II	Wenceslao Trinidad Memorial National High School
28	ROXAN A. PANALIGAN	ADAS II	Alitagtag National High School
29	VENUS N. DEFACTO	ADAS II	Balas Buko National High School
30	NEMIA B. ROXAS	ADAS II	Balete National High School
31	JOAH MAE D. MALIBIRAN	ADAS II	Bayorbor National High School
32	MARK LOUIE T. MALALUAN	ADAS II	Coral na Munti National High School
33	ANGELENE M. TORRES	ADAS II	Fermin La Rosa National High School
34	RONALD P. DE VILLA	ADAS II	Maabud National High School
35	DONALYN R. PARAN	ADAS II	Mataasnakahoy National High School
36	BABY ALMA D. MAGBOJOS	ADAS II	Sta. Teresita National High School
37	DIANA LYN A. ANDUZON	ADAS II	Dr. Juan A. Pastor Integrated National High School
38	REA JANE R. DE TORRES	OIC - Disbursing Officer / Registrar I	Baybayin Integrated National High School
39	LOMITA C. CUEVAS	ADAS II	Buhaynasapa Integrated National High School
40	CARLA MAY S. CUASAY	OIC - Disbursing Officer / AO II	Calubcob I National High School
41	SHIELA P. COMIA	ADAS II	Dagatan Integrated National High School
42	REBECCA L. DE CHAVEZ	ADAS II	Don Leon Mercado Sr. Memorial National High School
43	AMOR A. PANGANIBAN	ADAS II	Laiya Integrated National High School
44	ARLENE T. LATAG	ADAS II	Padre Garcia Integrated National High School
45	VIOLETA C. CAGALINGAN	ADAS II	Palahanan Integrated National High School
46	ALVIN JOSEPH P. ESTOLE	ADAS II	Pansol Integrated National High School
47	NORIE C. ACLAN	ADAS II	Rosario Integrated National High School
48	LOVELYN M. DELEN	ADAS II	Sico 1.0 Integrated National High School



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<b>49</b>	JOANNA MARIE D. FONTE	ADAS II	Taysan San Jose Integrated National High School
<b>50</b>	MARIBEL I. BAGNES	ADAS II	Tipas Integrated National High School
<b>51</b>	EMER KRISTEL M. ROMERO	ADAS II	SDO - Cash Section