



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


13 March 2026

DIVISION MEMORANDUM

No. 159, s. 2026

**UNCLAIMED DOCUMENTS FOR RELEASE OF PRIVATE SCHOOLS IN
SDO BATANGAS PROVINCE-RECORDS SECTION**

- To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Private Elementary and Secondary School Heads
All Others Concerned
1. This Division Memorandum serves to inform all concerned regarding the unclaimed documents intended for release to Private Schools within the Schools Division of Batangas Province. These documents remain in the custody of the Records Section and are available for retrieval.
 2. The objective is to ensure proper dissemination and timely retrieval of documents for Private Schools, remind School Heads and authorized representatives of their responsibility to claim them without delay, and establish a process for forwarding unclaimed documents to municipal sub-offices after the March 31, 2026 deadline. Starting April 1, 2026, any documents of Private Schools left unclaimed for one month will automatically be released to the designated Liaison Officer of the respective municipal sub-offices.
 3. Division Memoranda Nos. 151, s. 2021 and 053, s. 2022, are hereby superseded. Attached herewith is the list of unclaimed documents, indicating the name of the school and corresponding transaction numbers (*Attachments 1 and 2*).
 4. Authorized representatives of Private elementary and secondary schools must present valid school-issued identification when retrieving documents.
 5. For inquiries and clarifications, please contact the Records Section at sdobatangas.records@deped.gov.ph.
 6. Immediate dissemination and compliance are hereby enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

Enc. As Stated

Reference: DM 151, s. 2021 and DM 053, s. 2022

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

Issuances-Division Memorandum

IGG/UNCLAIMED DOCUMENTS FOR RELEASE OF PRIVATE SCHOOLS IN SDO BATANGAS PROVINCE-
RECORDS SECTION/R2-150255/03-13-2026



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

Attachment 1

TRANSACTION NO.	NAME OF SCHOOL	SUB-OFFICE
S1-112344	Zion Academy of Batangas, Inc.	Nasugbu East
S1-112389	Saint Claire Academy	Lian
R2-146990	St. Paul College Balayan, Inc.	Balayan West
R2-120003	Grand Prairie Learning School-GPLS	Lian
S2-111041	St. Paul Foundational Learning and Excellence Centre Inc.	Balayan West
R1-120154	Dr. Francisco L. Calingasan Memorial Colleges Foundation Inc.	Tuy
R1-120235	Dr. Francisco L. Calingasan Memorial Colleges Foundation Inc.	Tuy
R1-120289	Mindtech Synergy Incorporated	Nasugbu West
R1-119072	Our Lady of Carmel School-AR of Calatagan, Inc.	Calatagan
R2-128052	Universal Scholastic Academe	Lemery
R1-119169	Diezmos Learning Center	Lemery
R1-119176	Academy for Able Children with Exceptionalities, Inc.	Lemery
R1-120307	Dr. Francisco L. Calingasan Memorial Colleges, Inc.	Tuy
S2-113952	Immaculate Conception College of Balayan	Balayan West
R2-138800	Nicolites Montessori School	Nasugbu West
R2-147618	San Luis Academy	San Luis
R2-144212	Gratia De Regina School, Inc.	San Pascual
R2-138927	Jesus' Flock Academy Anilao Inc.	Mabini
R2-140028	Gardner School of Multiple Inteligences	San Pascual
R2-141301	Shilonite Kids Montessori, Inc.	Bauan East
R2-142513	Dr. Francisco L. Calingasan Memorial Colleges Foundation Inc.	Tuy
R2-142287	Sunhill Montessori Casa-Bauan Inc.	Bauan East
R2-145305	MLTC Learning Academy of San Roque, Inc.	Bauan East
R2-142256	St. Michael Arcangel Parochial School of Lobo Inc.	Lobo
R1-119005	E. Zobel Doudnation Inc.	San Luis
R2-124421	Bauan Adventist Elementary School, BAES, Inc.	Bauan East
R2-127435	St. Francis Academy of Mabini Batangas	Mabini
R2-149518	St. Francis Academy	Mabini
R2-149383	Bauan Colleges Inc.	Bauan East
R2-146751	Agoncillo College, Inc.	Agoncillo



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

Attachment 2

TRANSACTION NO.	NAME OF SCHOOL	SUB-OFFICE
R2-144370	Kalayan Christian School, Inc.	Cuenca
R3-116336	Academia De Mayuga Inc.	Laurel
S6-112503	Dr. Gregoria C. Cabiles, Agoncillo College, Inc.	Agoncillo
R3-116208	Talisay Ploytehcnic Institute	Talisay
S2-111033	Dove Del Casa Learning School, Inc.	Talisay
S6-111027	Dofli School Inc.	Laurel
R3-116210	Southgate Institute of Malvar	Malvar
R2-138264	St. Nicholas de Tolentino Preparatory School	San Nicolas
R3-115248	Cuenca Institute, Inc.	Cuenca
R2-142292	Rosario Adventist Elementary School Inc.	Rosario West
R2-142291	Rosario Advent High School Inc.	Rosario West
R4-117928	Teodoro M. Luansing College of Rosario	Rosario West
R2-146155	Sto Niño Formation and Science School-Night Class	Rosario East
R4-117729	Holy Family Montessori of San Jose Batangas, Inc.	San Jose
R2-140067	St. Dominic Savio College	Ibaan
R4-117786	Taysan High School & Child Development Center (June 19, 2025)	Taysan
R4-117786	Taysan High School & Child Development Center (July 5, 2025)	Taysan
S2-110932	Maranatha Christian Academy	Rosario West
R4-116794	Padre Vicente Garcia Memorial Academy	Rosario East
R4-117044	UCCP Good Samaritan School, Inc.	Rosario East



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com