



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

10 April 2026

DIVISION MEMORANDUM

No. 196, s. 2026

**CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS IN SCHOOLS
(BATANGAS CLUSTER)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with Regional Memorandum No. 55, s, 2026 and Regional Advisory No. 28, s. 2026, this office reiterates the conduct of the Capacity Building for Administrative Officers in Schools (Batangas Cluster) with the following details;

a. The Registration Fee is Php 6,000.00 for Live-in and Php 3,600.00 for Live-out participants. Live-in participants have the privilege to have a buffet breakfast on the second and third day of the program.

Cluster	Inclusive Dates	Venue	Time
Batangas Cluster	April 21-23, 2026	Club Balai Isabel, Talisay, Batangas	8:00 – 5:00 PM (Registration starts at 7:30 AM-8:20 AM)

b. Participants are instructed to bring laptop and extension cord.

2. The workshop aims to provide knowledge and tools to comply with the current policies to effectively manage key administrative functions in records, procurement, assets, and human resource; and address challenges to improve school administration.

3. Refer to the enclosures of List of Participants, RM No. 55, s. 2026 and RA No. 28, s. 2026. This memorandum shall serve as the travel order of all the participants, SDO Technical Working Group and Committee enlisted in the enclosures.

4. Target participants are Administrative Officers who responded in the survey for the capacity building. Registration fee inclusive of meals and accommodation, per diem, incidental expenses and travel expenses of Regional Personnel and SDO Technical Working Group are chargeable to division office MOOE while that of school




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personnel are chargeable to school MOOE subject to existing accounting and auditing rules and regulations.

5. For concerns and queries you may email us at sdobatangas.records@deped.gov.ph.

6. Immediate dissemination and compliance on this memorandum is enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: RM No. 55, s. 2026 and RA No. 28, s. 2026

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

Issuances-Division Memorandum

IGG/CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS IN SCHOOLS (BATANGAS CLUSTER)
R2-150932/April 10, 2026



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3	LIVE-IN	MELISSA B. CAPUYON	BALAYAN EAST
4	LIVE-IN	ROXANNE JOY A. CANTOS	BALAYAN EAST
5	LIVE-IN	MYLA S. MAPANAO	BALAYAN EAST
6	LIVE-IN	MA. HIYAS T. AYTONA	BALAYAN EAST
7	LIVE-IN	ERICA BIANCA L. BAILE	BALAYAN EAST
8	LIVE-IN	MA. EDEN Q. ATIENZA	BALAYAN EAST
9	LIVE-IN	CLAIRE ANTOINETTE A. MAGALONA	BALAYAN EAST
10	LIVE-IN	CELESTE V. CATCHILLAR	BALAYAN WEST
11	LIVE-IN	JOYCE ANN M. BALDERAMA	BALAYAN WEST
12	LIVE-IN	JANICE D. ONA	BALAYAN WEST
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15	LIVE-IN	MARIA ELOISA O. HERNANDEZ	BALAYAN WEST
16	LIVE-IN	ANGELA O. DE JESUS	BALAYAN WEST
17	LIVE-IN	APRILYN P. MACALALAD	BALAYAN WEST
18	LIVE-IN	JUDETH R. RODRIGUEZ	BALAYAN WEST
19	LIVE-IN	JOCELYN P. INAL	BALAYAN WEST
20	LIVE-IN	MARIECRIS K. SOLANZO	BALETE
21	LIVE-IN	AVELINO M. MORCILLA	BALETE
22	LIVE-IN	AILEEN A. MATIBAG	BALETE
23	LIVE-IN	SHEENA MAE B. BRIONES	BALETE
24	LIVE-IN	EUNICE V. UNICO	BALETE
25	LIVE-IN	KRISZEL ANN M. EDUARDO	BALETE
26	LIVE-IN	LOUISE ELAINE M. NAPEÑAS	BAUAN WEST
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276	LIVE-IN	STEPHANIE A. MASANGCAY	SAN LUIS
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284	LIVE-OUT	MARICHU L. SEMIRA	SAN LUIS
285	LIVE-IN	MARIBEL P. DE CLARO	SAN LUIS
286	LIVE-IN	DAIZEL SHANE M. ARO	SAN LUIS
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288	LIVE-IN	NYDIA C. DIÑO	SAN LUIS
289	LIVE-IN	ANNA ANGELICA A. HOLGADO	SAN NICOLAS
290	LIVE-IN	ERICSON M. DELOS REYES	SAN NICOLAS
291	LIVE-IN	ELAINE D. NOHAY	SAN NICOLAS
292	LIVE-IN	MARIE NEZZA M. FORMELOZA	SAN NICOLAS
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296	LIVE-IN	LORENA D. GORIONA	SAN PASCUAL
297	LIVE-IN	ANTONETTE D. ENDRINAL	SAN PASCUAL
298	LIVE-IN	RIO ANN MAREHLLY A. ATIENZA	SAN PASCUAL
299	LIVE-IN	ELVIE P. AGUADO	SAN PASCUAL
300	LIVE-IN	KARLA M. FAJARDO	STA. TERESITA
301	LIVE-IN	CHRISTABEL GALE M. DEL MUNDO	STA. TERESITA
302	LIVE-OUT	REGINA CONCEPCION A. SILANG	STA. TERESITA
303	LIVE-IN	NERIE MAE M. BIGOL	STA. TERESITA
304	LIVE-IN	SUNSHINE F. EMANO	TAAL
305	LIVE-IN	NOEMI L. CUASAY	TAAL
306	LIVE-IN	LIEZL A. CONCEPCION	TAAL
307	LIVE-IN	PRINCESS V. CUENTO	TAAL
308	LIVE-IN	KHAREN P. BROSOTO	TAAL
309	LIVE-IN	MARIA CRISTINA B. PALMA	TAAL
310	LIVE-IN	RHEA E. LANDICHO	TAAL
311	LIVE-IN	ALICE B. UMANDAP	TAAL
312	LIVE-OUT	GERALYN L. CARAAN	TALISAY
313	LIVE-OUT	ARWIN PAULO A. LUNA	TALISAY
314	LIVE-OUT	DONA B. CARANDANG	TALISAY
315	LIVE-OUT	SHAIRA MAE M. MAYUGA	TALISAY
316	LIVE-OUT	KIMBERLY ANN B. ARAÑO	TALISAY
317	LIVE-OUT	JEMMYLENE ANN C. DE LEON	TALISAY
318	LIVE-OUT	JELLY ROSE M. DE GRANO	TALISAY
319	LIVE-OUT	ERIKA SUZANNE D. CARAAN	TALISAY



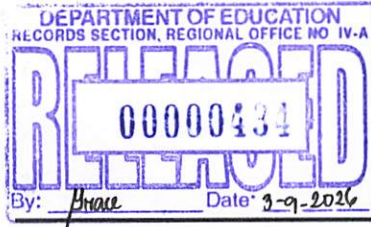
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REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

320	LIVE-OUT	SHAIRA G. LARUA	TALISAY
321	LIVE-OUT	LORAINÉ JOY O. AALA	TALISAY
322	LIVE-IN	MARIA PERSIA E. PEREZ	TAYSAN
323	LIVE-IN	VALLET O. PEREZ	TAYSAN
324	LIVE-IN	CLARISSA U. AGUILON	TAYSAN
325	LIVE-IN	JOSIE M. MAGTIBAY	TAYSAN
326	LIVE-IN	DAVID B. VELASCO	TAYSAN
327	LIVE-IN	IRENE P. LUMBERA	TAYSAN
328	LIVE-IN	JINKY F. ESQUEROS	TAYSAN
329	LIVE-IN	MARY ANN M. PEREA	TAYSAN
330	LIVE-IN	RUTH D. EVANGELISTA	TAYSAN
331	LIVE-IN	AMY LOU O. SAGUN	TAYSAN
332	LIVE-IN	MELANIE V. BISA	TAYSAN
333	LIVE-IN	ABRAM RHEY C. ZARA	TAYSAN
334	LIVE-IN	MARIA KATHRINA C. BERON	TAYSAN
335	LIVE-IN	BEVERLYN JOAN B. BAGALIHOG	TAYSAN
336	LIVE-OUT	MICHELLE ABBY P. AÑONUEVO	TAYSAN
337	LIVE-IN	DAN STEVE M. MARQUEZ	TINGLOY
338	LIVE-IN	DARLENE D. DE AUSTRIA	TINGLOY
339	LIVE-IN	APRIL ROSE E. BINAY	TINGLOY
340	LIVE-IN	VHIA ANNE D. BAGOS	TINGLOY
341	LIVE-IN	VANESSA RIZELLE D. MACUHA	TINGLOY
342	LIVE-IN	DARNELL D. DE AUSTRIA	TINGLOY
343	LIVE-IN	JOHN OLIVER C. BACATIN	TINGLOY
344	LIVE-IN	SALLY B. BACAL	TINGLOY
345	LIVE-IN	JAN PHILLINE H. LUALHATI	TINGLOY
346	LIVE-IN	MARY ANGELYN B. RANOLA	TUY
347	LIVE-IN	HENRY L. MENDOZA	TUY
348	LIVE-IN	AILEEN ROSE M. ALCARAZ	TUY
349	LIVE-IN	JOLLIE ANN S. AVEJERO	TUY
350	LIVE-IN	RAVEN R. VALENCIA	TUY
351	LIVE-IN	JOHN ALDWIN C. MAGNAYE	TUY
352	LIVE-IN	ANTHONETTE NICOLE C. VASQUEZ	TUY
353	LIVE-IN	MA. ANDREA A. ALDAY	TUY
354	LIVE-IN	SHAROLYN D. PUNZALAN	TUY
355	LIVE-IN	APRIL MAE A. DE JESUS	TUY
356	LIVE-IN	ANGELO P. LIWAG	TUY
357	LIVE-IN	RODIELYN V. ROSALES	TUY
358	LIVE-IN	DIANA LEE E. SABIDA	TUY
359	LIVE-IN	LOVE JOY H PANALIGAN	TUY



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360	LIVE-IN	GERAVIC H. PANALIGAN	TUY
361	LIVE-IN	MARIA KIMBERLY R. ATIENZA	TUY
362	LIVE-IN	JENNEFER C. GUEVARRA	TUY
363	LIVE-IN	RINALYN H. JUGAN	TUY
364	LIVE-IN	LOU C. PANALIGAN	SDO
365	LIVE-IN	JOEMAR B. PEREZ	SDO
366	LIVE-IN	IRENE GRACE Q. GONZALES	SDO
367	LIVE-IN	CHERYL M. BARIL	SDO
368	LIVE-IN	REMELYN N. MANUMBALE	SDO
369	LIVE-IN	CARLITO D. ROCAFORT, CESO III	RO IV-A
370	LIVE-IN	LOIDA N. NIDEA	RO IV-A
371	LIVE-IN	ATTY. KELVIN P. MATIB	RO IV-A
372	LIVE-IN	ANN GERALYN T. PELIAS	RO IV-A
373	LIVE-IN	MARIA SUSANA B. OLIVEROS	RO IV-A
374	LIVE-IN	MARIVIC F. LABAY	RO IV-A
375	LIVE-IN	GELEEN GRACE M. BUENO	RO IV-A
376	LIVE-IN	MICHAEL P. GLORIAL	RO IV-A
377	LIVE-IN	BABETH C. CRUZ	RO IV-A
378	LIVE-IN	JOCELYN L. MARTIN	RO IV-A



Republic of the Philippines
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REGION IV-A CALABARZON

March 9, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.
(Visit depedcalabarzon.ph)

VENUE AND DATE ON THE CONDUCT OF CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS IN SCHOOLS (BATANGAS CLUSTER)

Relative to Regional Memorandum No. 55, s. 2026 dated January 22, 2026, entitled Capability Building for Administrative Officers in Schools, the Batangas Cluster originally scheduled on March 17-19, 2026, has been rescheduled to April 21-23, 2026. The venue will be at Club Balai Isabel, Talisay, Batangas.

Other provisions in the previous memorandum are still in effect.

For the information and guidance of all concerned.

ROA/A1 6



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Admin-RM-2026-55

22 January 2026

Regional Memorandum
No.55 s.2026

CAPABILITY BUILDING FOR ADMINISTRATIVE OFFICERS IN SCHOOLS

**To: Schools Division Superintendents
School Administrative Officers
All Others Concerned**

1. With the creation of school-based Administrative Officer II (AO II) positions in public elementary and secondary schools beginning in 2019, the Regional Office through the Administrative Services Division (ASD), recognizes the need to conduct a **clustered capability building activity** for Administrative Officers in Schools to strengthen their competencies and enhance the effective and efficient delivery of administrative functions.
2. The capability building activity aims to:
 - a. Provide Administrative Officers with the knowledge and tools needed to comply with current DepEd and other government policies, rules, and regulations;
 - b. Enable Administrative Officers to effectively manage key administrative functions, including records, procurement, assets, and human resources; and
 - c. Address challenges and improve processes related to school administration, ensuring timely, accurate, and high-quality support for school operations and learner services.
3. The clustering of School Administrative Officers, expected no. of participants, and corresponding schedules are as follows:

Cluster Schools Division Offices	Expected No. of Pax	Dates
Cavite Cluster	392	February 24-26, 2026
Laguna Cluster	507	March 3-5, 2026
Batangas Cluster	796	March 17-19, 2026
Rizal Cluster	285	March 23-25, 2026
Quezon Cluster	789	TBA
TOTAL	2,769	
Regional Office		
ASD Proper	2	



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Asset Management Section	2	
Procurement Unit	2	
Personnel Section	3	
Records Section	1	
TOTAL	10	

4. Expected participants shall register through <https://bit.ly/CAPACITYAO> on or before January 30, 2026. Registration shall serve as confirmation of attendance and strictly no alternate participant shall be allowed. The venue for each activity shall be announced through a separate advisory.
5. For the workshop, the participants must bring their own laptop and extension cord, necessary for the conduct of activity.
6. A registration fee of **Php 6,000.00 for live-in participant** or **Php 3,600 for live-out participant**, shall be collected to defray expenses incidental to the conduct of the capability building activity.
7. The registration fee, transportation, per diem and other incidental expenses for school participants shall be charged against school MOOE/local funds, while that of the regional personnel shall be charged against regional funds, subject to existing government accounting, auditing, and procurement rules and regulations.
8. Attached is the indicative program of activities for reference.
9. Immediate dissemination of and compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

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INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1		
08:00AM – 08:20AM	REGISTRATION / SETTLING IN	TWG
08:21AM – 08:40AM	OPENING PROGRAM	AVP
08:41AM – 08:50AM	CHECKING OF ATTENDANCE	Atty. Kelvin P. Matib
08:51AM – 09:20AM	OPENING STATEMENT	Atty. Alberto T. Escobarte, CESO II
09:21AM – 09:30AM	STATEMENT OF PURPOSE	Ann Geralyn T. Pelias
09:31AM – 10:00AM	PRE-TEST	TWG
10:01AM – 10:30AM	REVISIT/REVIEW OF DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS	Personnel Section
10:31AM - 12:00 NN	PROCUREMENT REPUBLIC ACT NO. 12009	Jocelyn L. Martin
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 5:00 PM	CONTINUATION OF PROCUREMENT	Jocelyn L. Martin
DAY 2		
08:00AM – 10:00AM	CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIAL AND EMPLOYEE REPUBLIC ACT NO. 6713	Atty. Kelvin P. Matib
10:01AM – 12:00NN	PERSONNEL ACTIONS	Maria Susana B. Oliveros Marivic F. Labay Geleen Grace M. Bueno
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 5:00 PM	CONTINUATION OF PERSONNEL ACTIONS	Maria Susana B. Oliveros Marivic F. Labay Geleen Grace M. Bueno
DAY 3		
08:00AM – 11:00AM	ASSET MANAGEMENT	Michael P. Glorial
11:01AM – 12:00NN	RECORDS MANAGEMENT	Babeth C. Cruz
12:01PM – 01:00PM	LUNCH BREAK	
01:01PM – 03:00PM	CONTINUATION OF RECORDS MANAGEMENT	Babeth C. Cruz
03:01PM – 03:30PM	POST-TEST	TWG
03:31PM – 4:00PM	CLOSING REMARKS	ARD Loida N. Nidea
04:01pm – 5:00PM	DISTRIBUTION OF CERTIFICATES OF APPRECIATION/PARTICIPATION	ARD Loida N. Nidea Ann Geralyn T. Pelias
- HOME SWEET HOME -		