



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




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

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



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

ACCOMMODATION		NAME	OFFICE
1	LIVE-IN	ROSARIO P. MANGROBANG	AGONCILLO
2	LIVE-IN	BEVERLY R. DELGADO	ALITAGTAG
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
13	LIVE-IN	ELIZABETH M. DIEZMOS	BALAYAN WEST
14	LIVE-IN	MARICEL L. LIBATIQUE	BALAYAN WEST
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
27	LIVE-IN	SONIE A. CONCEPCION	BAUAN WEST
28	LIVE-IN	CATHERINE P. MISSION	BAUAN WEST
29	LIVE-IN	EVELYN V. ULZAME	BAUAN WEST
30	LIVE-IN	VINA CARMINA A. MALASO	BAUAN WEST
31	LIVE-IN	RICHARD B. LONTOC	BAUAN WEST
32	LIVE-IN	JOBELLE ANNE G. NOCHE	BAUAN WEST
33	LIVE-IN	LORELIE U. ESGUERRA	CALATAGAN
34	LIVE-IN	MYLENE B. CASTILLO	CALATAGAN
35	LIVE-IN	JENNIFER B. BALANI	CALATAGAN
36	LIVE-IN	SHERRYL D. LIGAN	CALATAGAN
37	LIVE-IN	MARISSA E. CAUNCERAN	CALATAGAN
38	LIVE-IN	ESTELA E. ANZALDO	CALATAGAN
39	LIVE-IN	VERONICA JOYCE B. COZ	CALATAGAN



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

40	LIVE-IN	JANETH M. TUNGOL	CALATAGAN
41	LIVE-OUT	CYRELL ANN S. RAFANAN	CALATAGAN
42	LIVE-IN	ANALIZA M. CARCUSIA	CALATAGAN
43	LIVE-IN	REGINO C. PLATA	CALATAGAN
44	LIVE-IN	EARL SHEEN A. CARANDANG	CALATAGAN
45	LIVE-IN	ALBERTO C. BELTRAN	CALATAGAN
46	LIVE-IN	ROWENA A. SAMANIEGO	CALATAGAN
47	LIVE-IN	JANE ROSE B. BALINTON	CALATAGAN
48	LIVE-IN	CLARISSA ANNE S. REYES	CUENCA
49	LIVE-IN	JUDITH C. MANALO	CUENCA
50	LIVE-OUT	KRISTINE H. MARALIT	IBAAN
51	LIVE-OUT	REANNE D. PUNZALAN	IBAAN
52	LIVE-OUT	IVANNE VIA ROYCE A. FORMELOZA	IBAAN
53	LIVE-OUT	JOSIE B. AGUILA	IBAAN
54	LIVE-OUT	ARLENE F. CASTAÑEDA	IBAAN
55	LIVE-OUT	REGIE T. DE OCAMPO	IBAAN
56	LIVE-OUT	JOANNE G. MANAD	IBAAN
57	LIVE-OUT	ABEGAIL C. ESTIOCO	IBAAN
58	LIVE-OUT	ELENA Q. ESGUERRA	IBAAN
59	LIVE-OUT	IRENE C. ANDAL	IBAAN
60	LIVE-OUT	MARIA KRISTY MAY F. GALICIA	IBAAN
61	LIVE-OUT	ARIAN V. MOSTRERA	IBAAN
62	LIVE-OUT	ARIEL F. CASTAÑEDA	IBAAN
63	LIVE-OUT	LANA BIANCA L. DELOS REYES	LAUREL
64	LIVE-OUT	MARK JOSEPH C. CANTA	LAUREL
65	LIVE-OUT	LUCY A. DINGLASAN	LAUREL
66	LIVE-OUT	SHIRLY M. VILLANUEVA	LAUREL
67	LIVE-OUT	PATRICIA E. BARRAMEDA	LAUREL
68	LIVE-OUT	LAARNI R. GABALES	LAUREL
69	LIVE-OUT	JONA MAY C. LANDICHO	LAUREL
70	LIVE-OUT	MARIZ A. TOLENTINO	LAUREL
71	LIVE-OUT	ROI JULLO C. LANTING	LAUREL
72	LIVE-OUT	RACHEL ANNE L. CALINISAN	LAUREL
73	LIVE-OUT	LUVY-LYN D. MARANAN	LAUREL
74	LIVE-OUT	GEMMA M. BOHOL	LAUREL
75	LIVE-IN	KAROLINE JOYCE V. PEDRAZA	LEMERY
76	LIVE-IN	NIÑA L. FLORALDE	LEMERY
77	LIVE-IN	MARIA SHAME C. ALCARAZ	LEMERY
78	LIVE-IN	GLADIES R. DE CASTRO	LEMERY
79	LIVE-IN	JEMIELYN A. MORETO	LEMERY



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

80	LIVE-IN	COLEEN ANGELICA V. BALASBAS	LEMERY
81	LIVE-IN	SEVILLA R. MARASIGAN	LEMERY
82	LIVE-IN	GIMBIE V. RAZON	LEMERY
83	LIVE-IN	NONIELYN B. VILLALOBOS	LEMERY
84	LIVE-IN	JOHN RUSSEL C. MAGSINO	LEMERY
85	LIVE-IN	NORABEL A. BALITAN	LEMERY
86	LIVE-IN	ANTJE VERON R. BRUCE	LEMERY
87	LIVE-IN	JOSEPH FRANK I. VALDEZ	LEMERY
88	LIVE-IN	GERRARD GIO D. MAGNAYE	LEMERY
89	LIVE-IN	SHERLENE P. MASONGSONG	LEMERY
90	LIVE-IN	SHELLA MAE R. MACATANGAY	LEMERY
91	LIVE-IN	MARIA LYN M. MULINGTAPANG	LEMERY
92	LIVE-IN	MA. VIANCA MARRIZ A. MOTOL	LEMERY
93	LIVE-IN	LAIZA MARIE A. GARCIA	LEMERY
94	LIVE-IN	JHEYREN S. CALANOG	LEMERY
95	LIVE-IN	BABY ARLYN M. RODEO	LEMERY
96	LIVE-IN	LORELYN B. ABDON	LOBO
97	LIVE-IN	MARIA LOURDES G. BORBON	LOBO
98	LIVE-IN	MELLANIE JOY M. CASAJE	LOBO
99	LIVE-IN	REEM C. ACLAN	LOBO
100	LIVE-IN	GERLIE C. NERI	LOBO
101	LIVE-IN	JUDITH R. IMAN	LOBO
102	LIVE-IN	LORILYN M. MARIMLA	LOBO
103	LIVE-IN	JOANNE ANTONETTE A. ATIENZA	LOBO
104	LIVE-IN	ALVIN A. GARCIA	LOBO
105	LIVE-OUT	VERONICA E. BEREDO	LOBO
106	LIVE-OUT	LOUIE ANN B. ABDON	LOBO
107	LIVE-OUT	CATHERINE L. BOONGALING	LOBO
108	LIVE-OUT	JONETTE A. BALMES	LOBO
109	LIVE-OUT	RUFFA MAE D. DE TORRES	LOBO
110	LIVE-IN	MARIA DIANNE C. HERNANDEZ	LOBO
111	LIVE-IN	ASHLY ANDRAE A. AUSTRIA	LOBO
112	LIVE-IN	ARMANDO D. ORIG	LOBO
113	LIVE-IN	MA. LOVELLA A. SANCHEZ	LOBO
114	LIVE-OUT	REYNALYN I. ASILO	MABINI
115	LIVE-IN	JOSEFA B. MAULA-ALDOVINO	MABINI
116	LIVE-IN	MICHELLE B. AZUCENA	MABINI
117	LIVE-OUT	ROSALIE D. AGUADO	MABINI
118	LIVE-IN	MYRA B. ABANTE	MABINI
119	LIVE-IN	LALAIN D. SACLUTI	MABINI



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

120	LIVE-IN	RONNALYN C PANOPIO	MABINI
121	LIVE-IN	RONNALYN S. DE CLARO	MABINI
122	LIVE-IN	HILDA M. DEL PILAR	MABINI
123	LIVE-IN	MARICEL G. LUMIBAO	MABINI
124	LIVE-IN	VENI LIZZA S. MACARAIG	MABINI
125	LIVE-IN	IRISH E. CASILA	MALVAR
126	LIVE-IN	KEREN LOIS B. MARANAN	MALVAR
127	LIVE-IN	MARK M. AFRICA	MALVAR
128	LIVE-IN	MARY KRIS M. LATAYAN	MALVAR
129	LIVE-IN	JULIETA C. TASICO	MALVAR
130	LIVE-IN	GERALDINE L. TINO	MALVAR
131	LIVE-IN	GISELLE L. OLANO	MALVAR
132	LIVE-IN	KHAYCE P. VARGAS	MALVAR
133	LIVE-IN	RODEL L. MAGCAWAS	MALVAR
134	LIVE-IN	LEONENY H. MARIANO	MALVAR
135	LIVE-IN	JOHN JOSHUA D. CARURUCAN	MALVAR
136	LIVE-IN	AGNES S. LETE	MALVAR
137	LIVE-IN	ROMMEL C. MAGSINO	MALVAR
138	LIVE-IN	SARAH JANE M. AGOJO	MATAASNAKAHOY
139	LIVE-IN	BEVERLY CLAIRE L. MACAGALING	MATAASNAKAHOY
140	LIVE-IN	SHIELA V. PALO	MATAASNAKAHOY
141	LIVE-IN	ROSIELYN A. LEYNES	MATAASNAKAHOY
142	LIVE-IN	ARLENE L. LACSA	MATAASNAKAHOY
143	LIVE-IN	REMY C. LAWA	MATAASNAKAHOY
144	LIVE-IN	EUNICE A. PUTALAN	MATAASNAKAHOY
145	LIVE-IN	WIE ANN S. MACASAET	MATAASNAKAHOY
146	LIVE-IN	REGINA AGNES P. CERRADO	NASUGBU EAST
147	LIVE-IN	KIMBERLY D. BENTIR	NASUGBU EAST
148	LIVE-IN	CHERRY GRACE D. EROLIN	NASUGBU EAST
149	LIVE-IN	ROZELYN M. CEJANE	NASUGBU EAST
150	LIVE-IN	MA VICTORIA A. CASABAR	NASUGBU EAST
151	LIVE-IN	JOHN CARLO A. GONZALES	NASUGBU EAST
152	LIVE-IN	MARILOU C. NUESTRO	NASUGBU EAST
153	LIVE-IN	EMANUELLE A. CATALAN	NASUGBU EAST
154	LIVE-OUT	MELISSA A. BAGUNU	NASUGBU EAST
155	LIVE-IN	CARMELA B. BERNALES	NASUGBU EAST
156	LIVE-IN	NADETH E. SECONDEZ	NASUGBU EAST
157	LIVE-IN	MARY JANE A. RUEDAS	NASUGBU EAST
158	LIVE-IN	NORIEL RICARDO B. LLORIN	NASUGBU EAST
159	LIVE-IN	ANABELLE R. RODRIGUEZ	NASUGBU WEST



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

160	LIVE-IN	LARA MARGARET B. BARDINAS	NASUGBU WEST
161	LIVE-IN	JOSEPHINE M. APOLONIA	NASUGBU WEST
162	LIVE-IN	VICTORIA V. IRESARE	NASUGBU WEST
163	LIVE-IN	FLORABELLE C. MATIAS	NASUGBU WEST
164	LIVE-IN	MARIA TRISHA MAY B. PUNZALAN	NASUGBU WEST
165	LIVE-IN	MARHUEN IRIS A. DE LA CRUZ	NASUGBU WEST
166	LIVE-IN	ARJAY C. ALCAZAR	NASUGBU WEST
167	LIVE-IN	BENITA C. AIDASANI	NASUGBU WEST
168	LIVE-IN	NORVIN I. BARRIOS	NASUGBU WEST
169	LIVE-IN	ERWIN D. MERCADO	NASUGBU WEST
170	LIVE-IN	ARJAY C. ALCAZAR	NASUGBU WEST
171	LIVE-IN	ELNIÑO JESUS I. TIAMSIM	PADRE GARCIA
172	LIVE-IN	KATHERINE L. MENDEZ	PADRE GARCIA
173	LIVE-IN	IRENE L. OVAL	PADRE GARCIA
174	LIVE-IN	ELIZABETH M. LARGO	PADRE GARCIA
175	LIVE-IN	MILDRED I. MANCIA	PADRE GARCIA
176	LIVE-IN	MERELYN A. DELGADO	PADRE GARCIA
177	LIVE-IN	MICHELLE P. BIBON	PADRE GARCIA
178	LIVE-IN	MISSIE JANE A. GONZAGA	PADRE GARCIA
179	LIVE-IN	RHONA L. COMIA	PADRE GARCIA
180	LIVE-IN	ALMA D. ILAGAN	PADRE GARCIA
181	LIVE-IN	WILLIAM V. TORANO	PADRE GARCIA
182	LIVE-IN	MYLA D. MAGUNDAYAO	PADRE GARCIA
183	LIVE-IN	HILDA N. DE LA ROCA	PADRE GARCIA
184	LIVE-IN	SHIERLY I. RABANO	ROSARIO EAST
185	LIVE-IN	MARIA MADELINE R. ILAO	ROSARIO EAST
186	LIVE-IN	LOUIE JAY D. MACAGALING	ROSARIO EAST
187	LIVE-IN	LYCA LIN D. RIZARE	ROSARIO EAST
188	LIVE-IN	JENELITA H. BENATIRO	ROSARIO EAST
189	LIVE-IN	LANIE A. COSEP	ROSARIO EAST
190	LIVE-OUT	CHERRY M. CABINIAN	ROSARIO EAST
191	LIVE-IN	WILMA P. ORLANDA	ROSARIO EAST
192	LIVE-IN	APPLE G. LATAG	ROSARIO EAST
193	LIVE-IN	MERRY JOY D. BALILA	ROSARIO EAST
194	LIVE-IN	DAFNIEJO T. GAPO	ROSARIO EAST
195	LIVE-IN	APRIL JOY S. HERNANDEZ	ROSARIO EAST
196	LIVE-IN	GAY M. DIMACULANGAN	ROSARIO EAST
197	LIVE-IN	MICHELLE E. VELASQUEZ	ROSARIO EAST
198	LIVE-IN	CAMILLE L. ROMERO	ROSARIO EAST
199	LIVE-IN	LIEZEL M. UNTALAN	ROSARIO EAST



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

200	LIVE-IN	LOVELY ANN H. BALMES	ROSARIO EAST
201	LIVE-IN	LOIDA R. CAYABYAB	ROSARIO WEST
202	LIVE-IN	SHIRLEY J. CUARTO	ROSARIO WEST
203	LIVE-IN	KARREN A. PIÑON	ROSARIO WEST
204	LIVE-IN	GIZELLE F. SARDEA	ROSARIO WEST
205	LIVE-IN	MADELYN L. MACEDA	ROSARIO WEST
206	LIVE-IN	DENMARK D. GARCIA	ROSARIO WEST
207	LIVE-IN	EDRINE M. AZARIAS-EVANGELIO	ROSARIO WEST
208	LIVE-IN	LILET R. MENDOZA	ROSARIO WEST
209	LIVE-IN	CATHERINE JOY M. BUISAN	ROSARIO WEST
210	LIVE-IN	MARY GRACE L. MACARAIG	ROSARIO WEST
211	LIVE-IN	JOANNE D. HERNANDEZ	ROSARIO WEST
212	LIVE-IN	EDNA H. AUSTRIA	ROSARIO WEST
213	LIVE-IN	CHRISTIAN M. BOLEA	ROSARIO WEST
214	LIVE-IN	JOVELYN B. QUIZON	ROSARIO WEST
215	LIVE-IN	JOHN ANTHONY D. DELA CRUZ	ROSARIO WEST
216	LIVE-IN	MARY JANE I. CAPISONDA	ROSARIO WEST
217	LIVE-IN	APRIL KARRENN D. BANDOLA	ROSARIO WEST
218	LIVE-OUT	MARILYN A. LAYGO	ROSARIO WEST
219	LIVE-IN	JORDAN M. HERNANDEZ	ROSARIO WEST
220	LIVE-IN	RONEL G. MAGTAAS	ROSARIO WEST
221	LIVE-IN	ANDREW H. ALIWALAS	ROSARIO WEST
222	LIVE-IN	AMALYN M. MASILANG	SAN JOSE
223	LIVE-IN	NOEMI L. ASUNCION	SAN JOSE
224	LIVE-IN	RONALYN D. CELESTIAL	SAN JOSE
225	LIVE-IN	CAMELA E. DIMACULANGAN	SAN JOSE
226	LIVE-IN	MARIA ANGELICA J. MANGUBAT	SAN JOSE
227	LIVE-IN	HAYDEE D. CORTEZ	SAN JOSE
228	LIVE-IN	DULCE C. MAGTIBAY	SAN JOSE
229	LIVE-IN	ANALIE G. PARAN	SAN JOSE
230	LIVE-IN	KAREN S. ALDAY	SAN JOSE
231	LIVE-IN	MARIA ANGELES M. GARCIA	SAN JOSE
232	LIVE-IN	MYGRENE R. JOSE	SAN JOSE
233	LIVE-IN	LITA C. LUNA	SAN JOSE
234	LIVE-IN	ANNABELLE E. SELGA	SAN JOSE
235	LIVE-IN	LIEZEL R. DE CHAVEZ	SAN JOSE
236	LIVE-IN	YASMIN Z. DE TORRES	SAN JUAN EAST
237	LIVE-IN	KAREN JOY M. AGARIN	SAN JUAN EAST
238	LIVE-IN	ANNABEL M. BRAZA	SAN JUAN EAST
239	LIVE-IN	MARIA LUISA H. BONSAY	SAN JUAN EAST



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

240	LIVE-IN	EVA M. MANUMBALI	SAN JUAN EAST
241	LIVE-IN	AIZA MARIE R. BOO	SAN JUAN EAST
242	LIVE-IN	BABY TESS A. MERCADO	SAN JUAN EAST
243	LIVE-IN	ALJUNE R. MENDOZA	SAN JUAN EAST
244	LIVE-IN	JERRY C. DIAZ	SAN JUAN EAST
245	LIVE-IN	DIANNE R. AMPARO	SAN JUAN EAST
246	LIVE-IN	BABY JANE C. SANCHEZ	SAN JUAN EAST
247	LIVE-IN	GLADYS B. MADERAZO	SAN JUAN EAST
248	LIVE-IN	JUSTEEN MONEEC CARELLE D. PEÑA	SAN JUAN EAST
249	LIVE-IN	JANDEL B. ROBLEDO	SAN JUAN EAST
250	LIVE-IN	DYNA A. NATIVIDAD	SAN JUAN EAST
251	LIVE-IN	SHARON JANE R. PIMENTEL-CARANDANG	SAN JUAN EAST
252	LIVE-IN	LERNIE M. ARO	SAN JUAN EAST
253	LIVE-IN	ELSIE B. MENDOZA	SAN JUAN EAST
254	LIVE-IN	ELENA M. UNTALAN	SAN JUAN WEST
255	LIVE-IN	ETCHEL D. DEL PILAR	SAN JUAN WEST
256	LIVE-IN	BERNADETTE D. DE TORRES	SAN JUAN WEST
257	LIVE-IN	JINKY D. LUMANGLAS	SAN JUAN WEST
258	LIVE-IN	KRISTINE MAE A. CATOY	SAN JUAN WEST
259	LIVE-IN	ROCHELLE L. ENDAYA	SAN JUAN WEST
260	LIVE-IN	REYMAR L. QUINTO	SAN JUAN WEST
261	LIVE-IN	ADONNA D. ALFISCAR	SAN JUAN WEST
262	LIVE-IN	HONEYMIE A. TORRANO	SAN JUAN WEST
263	LIVE-IN	ROWENA G. TAYAO	SAN JUAN WEST
264	LIVE-IN	MICAELLA M. MAALIHAN	SAN JUAN WEST
265	LIVE-IN	CARLA MAY S. CUASAY	SAN JUAN WEST
266	LIVE-IN	GRACIA M. ANGELES	SAN JUAN WEST
267	LIVE-IN	MAREYSSA A. BEBANCO	SAN JUAN WEST
268	LIVE-IN	FATIMA C. ILAGAN	SAN JUAN WEST
269	LIVE-IN	IVY DIANNE B. ASPILLAGA	SAN JUAN WEST
270	LIVE-IN	JENNY M. DOCE	SAN JUAN WEST
271	LIVE-IN	JAYDEE R. DE CASTRO	SAN JUAN WEST
272	LIVE-IN	JUSTIN P. DOLIENTE	SAN JUAN WEST
273	LIVE-IN	MARIA LEAH B. RAMOS	SAN JUAN WEST
274	LIVE-IN	EDMUNDO V. ROSALES	SAN JUAN WEST
275	LIVE-IN	ROSSANA H. DE VILLA	SAN LUIS
276	LIVE-OUT	FRANCKLYN D. ATIENZA	SAN LUIS
277	LIVE-IN	STEPHANIE A. MASANGCAY	SAN LUIS
278	LIVE-OUT	ALVINSON M. GUBI	SAN LUIS
279	LIVE-OUT	JENELYN G. SAGALA	SAN LUIS



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

280	LIVE-OUT	MARIECRIS M. MALALUAN	SAN LUIS
281	LIVE-IN	ROCHELLE ANNE D. ALCANTARA	SAN LUIS
282	LIVE-OUT	MAIRA M. CASTILLO	SAN LUIS
283	LIVE-OUT	RONALIZA A. MAGSINO	SAN LUIS
284	LIVE-IN	REGRINE CRIZZHA P. DE CASTRO	SAN LUIS
285	LIVE-OUT	MARICHU L. SEMIRA	SAN LUIS
286	LIVE-IN	MARIBEL P. DE CLARO	SAN LUIS
287	LIVE-IN	DAIZEL SHANE M. ARO	SAN LUIS
288	LIVE-OUT	LOVELYN M. AMBROCIO	SAN LUIS
289	LIVE-IN	NYDIA C. DIÑO	SAN LUIS
290	LIVE-IN	ANNA ANGELICA A. HOLGADO	SAN NICOLAS
291	LIVE-IN	ERICSON M. DELOS REYES	SAN NICOLAS
292	LIVE-IN	ELAINE D. NOHAY	SAN NICOLAS
293	LIVE-IN	MARIE NEZZA M. FORMELOZA	SAN NICOLAS
294	LIVE-OUT	JOHNATHAN M. MALALUAN	SAN NICOLAS
295	LIVE-IN	RAYMOND V. CORALES	SAN NICOLAS
296	LIVE-IN	NEHEMIAH B. MIRANDA	SAN NICOLAS
297	LIVE-IN	LORENA D. GORIONA	SAN PASCUAL
298	LIVE-IN	ANTONETTE D. ENDRINAL	SAN PASCUAL
299	LIVE-IN	RIO ANN MAREHLLY A. ATIENZA	SAN PASCUAL
300	LIVE-IN	ELVIE P. AGUADO	SAN PASCUAL
301	LIVE-IN	KARLA M. FAJARDO	STA. TERESITA
302	LIVE-IN	CHRISTABEL GALE M. DEL MUNDO	STA. TERESITA
303	LIVE-OUT	REGINA CONCEPCION A. SILANG	STA. TERESITA
304	LIVE-IN	NERIE MAE M. BIGOL	STA. TERESITA
305	LIVE-IN	SUNSHINE F. EMANO	TAAL
306	LIVE-IN	NOEMI L. CUASAY	TAAL
307	LIVE-IN	LIEZL A. CONCEPCION	TAAL
308	LIVE-IN	PRINCESS V. CUENTO	TAAL
309	LIVE-IN	KHAREN P. BROSOTO	TAAL
310	LIVE-IN	MARIA CRISTINA B. PALMA	TAAL
311	LIVE-IN	RHEA E. LANDICHO	TAAL
312	LIVE-IN	ALICE B. UMANDAP	TAAL
313	LIVE-OUT	GERALYN L. CARAAN	TALISAY
314	LIVE-OUT	ARWIN PAULO A. LUNA	TALISAY
315	LIVE-OUT	DONA B. CARANDANG	TALISAY
316	LIVE-OUT	SHAIRA MAE M. MAYUGA	TALISAY
317	LIVE-OUT	KIMBERLY ANN B. ARAÑO	TALISAY
318	LIVE-OUT	JEMMYLENE ANN C. DE LEON	TALISAY
319	LIVE-OUT	JELLY ROSE M. DE GRANO	TALISAY



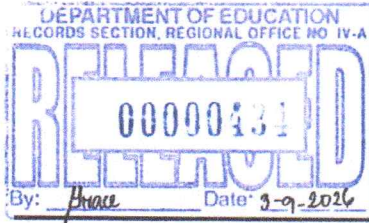
Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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



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

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



Republic of the Philippines
Department of Education
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 1



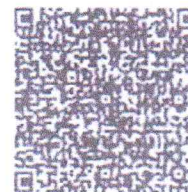
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



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	




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

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

4. Expected participants shall register through <https://www.davao.gov.ph> 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



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 -		