



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

29 Apr 2026

DIVISION MEMORANDUM

No. 207, s. 2026

**WORKSHOP ON THE RECONCILIATION AND UPDATING OF
PERSONNEL AND PLANNING DATABASE**

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

1. The Schools Division of Batangas through the Personnel Section and SGOD - Planning and Research Section will conduct a 3-day Workshop on the Reconciliation and Updating of Personnel and Planning Database on May 6-8, 2026 at BSA Twin Towers, Julia Vargas, Bank Dr, Ortigas Center, Mandaluyong City, Metro Manila.
2. This 3-day activity aims to reconcile and update personnel-related records in the Schools Division Office.
3. Participants to this activity are the Public Schools District Supervisors and one (1) Non-Teaching Personnel (Administrative Officer II or Administrative Assistant) per sub-office.
4. Program starts at 9:00 AM of Day 1. First Meal to be served is Breakfast.
5. Participants are advised to bring a copy of Plantilla of personnel (filled and Unfilled positions) per school.
6. This memorandum serves as Travel Order of the participants.
7. Expenses relative to the conduct of this activity shall be charged against Division MOOE funds fund while traveling expenses of the participants shall be charged against Division/School/canteen/local funds subject to usual accounting and auditing rules and regulations.

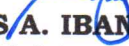
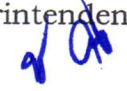


Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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

8. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent


Enc. As Stated

Reference: None

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

Issuances-Division Memorandum

JBP/AUD/WORKSHOP ON THE RECONCILIATION AND UPDATING OF PERSONNEL AND PLANNING
DATABASE / R2-151446/04-29-2026



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


Enclosure 1:

**WORKSHOP ON THE RECONCILIATION AND UPDATING OF
PERSONNEL AND PLANNING DATABASE**
BSA Twin Towers, Julia Vargas, Bank Dr, Ortigas Center, Mandaluyong
City, Metro Manila.
May 6-8, 2026

LIST OF SDO PARTICIPANTS / TWGs

NAME	Office / Unit	Designation
Marites A. Ibanez	OSDS	Schools Division Superintendent
Lou C. Panaligan	OSDS - Administrative	Administrative Officer V
Joemar B. Perez	OSDS - Personnel	Administrative Officer IV
Joseph Angelo Ilaa	OSDS - Personnel	Administrative Officer II
Nino Bradley I. Magsombol	OSDS - Personnel	Administrative Officer II
Mario B. Maramot	SGOD	OIC - Chief Education Program Supervisor
Aris U. Dimaano	SGOD - P & R	Planning Officer III
Rosemarie A. Encarnacion	SGOD - P & R	Senior Education Program Specialist

Approved:


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