



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

30 Jun 2026

DIVISION MEMORANDUM
No. 310, s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 300, S. 2026
RE: RE-ORIENTATION OF ADMINISTRATIVE ASSISTANTS II OF AUTONOMOUS
AND IMPLEMENTING UNITS ON FINANCIAL POLICIES, GUIDELINES AND
PROCEDURES

TO: Assistant Schools Division Superintendent
Public Secondary School Heads of Implementing Unit Schools
All Others Concerned

1. Relative to Division Memorandum No. 300, s. 2026, re: Re-Orientation of Administrative Assistants II of Autonomous and Implementing Units on Financial Policies, Guidelines, and Procedures, this Office hereby issues this Addendum to include an additional participant in the above-mentioned activity.
2. The following participant is hereby included in the official list of attendees:

No.	NAME	POSITION / DESIGNATION	SCHOOL/OFFICE
1	JAYSON A. ARELLANO	ADAS II	SDO Cash Section

3. All other provisions of Division Memorandum No. 300, s. 2026 shall remain in full force and effect.
4. Immediate dissemination of and strict compliance with this Addendum are hereby directed.


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 / ADDENDUM TO DIVISION MEMORANDUM NO. 300, S. 2026 / R2-153324 / 06-30-2026