



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

07 July 2025

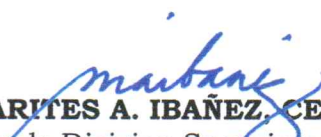
DIVISION MEMORANDUM

No. 350, s. 2025

**MEETING ON THE DECONCENTRATION OF PAYROLL PREPARATION TO THE
SECONDARY SCHOOLS IMPLEMENTING UNITS (IU) AND
PRIVATE LENDING INSTITUTIONS (PLI)**

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

1. Pursuant to the Regional Memorandum No. 306, s. 2025, Training Workshop on the Decentralization of Payroll Preparation to the Secondary Schools—Implementing Units: This division will facilitate a meeting with the Division's Implementing Units personnel—Administrative Assistant III (Bookkeeper) or its representative—together with the private lending institutions on July 18, 2025, at eight o'clock in the morning at Bauan Technical Integrated High School, Pedro Munoz Street, Bauan, Batangas.
2. The agenda of the meeting are as follows:
 - 2.1 Addressed concern on the detailed process of payroll preparation up to the printing of payroll and pay slips
 - 2.2 Submission of PLI's monthly billing
3. Participants are advised to bring laptop, extension cord and any source of internet connection during the simulation.
4. Expenses relative to the conduct of this activity shall be charge against School MOOE funds subject to the usual accounting and auditing rules and regulations.
5. This memorandum serves as Travel Order for the participants.
6. Wide dissemination and strict compliance to this memorandum are enjoined.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

*JBP/ Meeting with Impementing Units – Payroll Deconcentration/
R2-144963/ 07/ 17/2025*



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PARTICIPANTS

July 18, 2025

Bauan Technical Integrated High School

No	AGENCY NAME/SCHOOL	POSITION	OFFICE	VERIFIERS/ADAS II
1	Alalum NHS	Rowena M. Holgado	Rhene A. Boongaling	None
2	Alitagtag NHS	Yolanda L. Gutierrez	Roxan A. Panaligan	None
3	Anselmo Sandoval MNHS	Angelina A. Castillo	Romelyn S. Cabral	None
4	Balas-Buko NHS	None	Venus N. Defacto	None
5	Balete NHS	Jorhel Lyne D. Ciruelas	Nemia B. Roxas	None
6	Banilad NHS	None	Victoria De Los Reyes	Carmela B. Bernales
7	Banoyo NHS	Joyleth G. Acasio	Magdaleno D. Talledo	None
8	Bauan Nat.Agri.&Voc HS	Viralyn C. Matira	Decena H. Cruzat	Vanessa A. Yap
9	Bauan Technical High School	Veni Lizza S. Macaraig	Jayson P. Bagsit	Pearl Mehara A. Guinhawa
10	Baybayin NHS	Ramir John Camatis	Rea Jane R. De Torres - Oic	Lexter C. Patupat
11	Bayorbor NHS	None	None	Cindy G. Villano
12	Bilaran NHS	Kimmy Kriska B. Ellioreg	Christine Karla M. Rivera	Kent Matthew M. Capoy
13	Buhay na Sapa NHS	Lovely M. Maramot	Lomita C. Cuevas	Ma. Kristela O. Escala
14	Calatagan NHS	Estela E. Anzaldo	Janeth M. Tungol	Analiza M. Carcusia
15	Calubcub 1.0 NHS	Rina C. Badajos	Carla May S. Cuasay	None
16	Coral na Munti NHS	Aurea H. Enriquez	Mark Louie T. Malaluan	None
17	Dagatan NHS	Michelle Angela C. Perez	Shiela P. Comia	Ruth E. Banaag
18	Don Leon Mercado Sr., NHS	Jeremy U. Del Carmen	Rebecca L. De Chavez	None
19	Dr. Crisogono B. Ermita Sr. MNHS	Rhea Rose N. De Sagun	Jigson M. Manaois	None
20	Fermin La Rosa NHS	Alona O. Marcos	Angelene M. Torres	Dean Michael L. Buenviaje
21	Jose Lopez Manzano NHS	Ma. Renette R. De Los Reyes	Alexander D. Aguzar	Kristofer M. Bausas
22	Laiya NHS	Anngelica F. Barcelona	Amor A. Panganiban	None
23	Lian NHS	Dexter B. Leynes	Daisy H. Peji	Alfred L. Austria
24	Looc NHS	Babylyn M. Villaflor	Luzviminda G. Gaa	Xavier C. Lampines



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25	Lucsuhin NHS	Shiela Marie Enriquez	Blessy Faith Cipe	None
26	Lumbangan NHS	Contessa M. Rodriguez	Marcos R. Buhayin	Mary Joyce S. Bobadilla
27	Maabud NHS	Roger A. Panaligan	Ronald P. De Villa	None
28	Masaguitsit Banalo NHS	Oliver P. Delica	Nikki Lei A. Payumo	None
29	Mataas na Kahoy NHS	None	Donalyn R. Paran	Mency P. Batioco
30	Padre Garcia INHS	Ybette Kristine E. Esguerra	Arlene T. Latag	Yasmine L. De Silva
31	Palahanan INHS	Mary Andrelou E. Endaya	Violeta C. Cagalingan	Lovely Ann H. Balmes
32	Pansol NHS	Princess Juvy A. Tolentino	Alvin Joseph P. Estole	Jhea Camille C. Baet
33	Payapa NHS	Christian Mark M. Gaglac	Lorylyn M. Butartdo	Melwe P. Aguado
34	Pedro Paterno NHS	Maria Cecilia D. Esguerra	Jandaria F. Alvarez	None
35	Rosario NHS	Norie C. Aclan	None	None
36	San Pascual NHS	Maureen D. Malaluan	Restyn Joyce L. Carido	Melo Jean B. Cantos
37	Sico 1.0 NHS	Marinelo Lirio E. Coronel	Lovelyn M. Delen	None
38	Sta. Monica NHS	Maricris M. Desembrana	Joselito M. De Villa	Gracia J. Belino
39	Sta. Teresita NHS	Jenalyn S. De Villa	Baby Alma D. Magbojos	None
40	Taal NHS	Malou M. Pasilan	Dianalyn M. Carandang	None
41	Tala NHS	Leavi C. Igana	Anabel M. Caisip	Rossel A. Guyagon
42	Taysan NHS	Liceria D. Chua	Joanna Marie D. Fonte	Maria Katrina A. Raz
43	Tingloy NHS	Vanessa Rizelle D. Macuha	Marissa M. Binay	None
44	Tipas NHS	Trishia Joy C. Mendoza	Maribel I. Bagnes	Micaella M. Maalihan
45	Alalum NHS	Rowena M. Holgado	Rhene A. Boongaling	None
46	Alitagtag NHS	Yolanda L. Gutierrez	Roxan A. Panaligan	None
47	Anselmo Sandoval MNHS	Angelina A. Castillo	Romelyn S. Cabral	None
48	Balas-Buko NHS	None	Venus N. Defacto	None
49	Balete NHS	Jorhel Lyne D. Ciruelas	Nemia B. Roxas	None