



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

July 28, 2026

DIVISION MEMORANDUM
No. 368, s. 2026

**MEETING OF BUDGET OFFICER, HUMAN RESOURCE MANAGEMENT OFFICER
AND ADMINISTRATIVE ASSISTANT III (SCHOOL BOOKKEEPERS) OF
SECONDARY SCHOOL - IMPLEMENTING UNITS**

TO: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Secondary School Heads – Implementing Units
All Others Concerned

1. In relation to the review and reconciliation of Personnel Services (PS) requirements of the Schools Division Office and Secondary School Implementing Units, a meeting will be conducted on August 3, 2026, at 8:30 a.m. at the SDO Conference Hall, Provincial Sports Complex, Bolbok, Batangas City.
2. The objectives of this activity are to:
 - a. determine the status of the filling of positions;
 - b. review the Personnel Services (PS) funding requirements; and
 - c. reconcile these with the FY 2026 General Appropriations Act as Allotment Order (GAAAO).Working papers will be provided to all participants.
3. The participants in this activity are Administrative Assistants III (School Bookkeepers) of Secondary School Implementing Units, the Budget Officer and the Human Resource Management Officer. They are advised to bring a laptop computer and both hard and soft copies of their updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) as of August 1, 2026.
4. A registration fee of Six Hundred Pesos (Php 600.00) shall be charged to each participant to cover meals. All expenses related to this activity shall be charged against the Division/School MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations.
5. This memorandum serves as the Travel Order of the participants listed in the attached Enclosure I.



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

6. Immediate dissemination and 100% compliance with this memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

LDO/ MEETING OF BUDGET OFFICER, HUMAN RESOURCE OFFICER AND ADMINISTRATIVE ASSISTANT III (SCHOOL BOOKKEEPER) OF SECONDARY SCHOOL - IMPLEMENTING UNITS/R2-154476/07/28/2026

MEETING OF BUDGET OFFICER, HUMAN RESOURCE MANAGEMENT OFFICER AND ADMINISTRATIVE ASSISTANT III (SCHOOL BOOKKEEPERS) OF SECONDARY SCHOOL - IMPLEMENTING UNITS

August 3, 2026

SDO Conference Hall, Deped Division of Batangas, Bolbok, Batangas City

	Name of School	Name of Participants	Designation
1	Alalum NHS	Rowena M. Holgado	Administrative Assistant III
2	Alitagtag NHS	YOLANDA L. GUTIERREZ	Administrative Assistant III
3	Anselmo A. Sandoval MNHS	ANGELINA A. CASTILLO	OIC-ADAS III
4	Balas Buco Sta. Maria NHS	HEIZEL D. SOTTO	Administrative Assistant III
5	Balayan NHS	BENEDICT B. AFRICA	Administrative Assistant III
6	Balete NHS	JORHEL LYNE D. CIRUELAS	Administrative Assistant III
7	Banilad NHS	Sherlyn R. Conde	Administrative Assistant III
8	Banoyo NHS	JOYLETH G. ACASIO	Administrative Assistant III
9	Bauan Nat.Aгри.&Voc HS	VIRALYN C. MATIRA	Administrative Assistant III
10	Bauan Technical High School	VENI LIZZA S. MACARAIG	Administrative Assistant III
11	Baybayin NHS	RAMIR JOHN CAMATIS	Administrative Assistant III
12	Bayorbor NHS	MAY S. ATIENZA	Administrative Assistant III
13	Bilaran NHS	KIMMY KRISKA B. ELLIOREG	Administrative Assistant III
14	Buhay na Sapa NHS	LOVELY M. MARAMOT	Administrative Assistant III
15	Calatagan NHS	IMEE E. BAUYON	Administrative Assistant III
16	Calubcub 1.0 NHS	RINA C. BADAJOS	OIC-ADAS III
17	Coral na Munti NHS	AUREA H. ENRIQUEZ	Administrative Assistant III
18	Dagatan NHS	MICHELLE ANGELA C. PEREZ	Administrative Assistant III
19	Don Leon Mercado Sr., NHS	JEREMY U. DEL CARMEN	Administrative Assistant III
20	Dr. Crisogono B. Ermita Sr. MNHS	RHEA ROSE N. DE SAGUN	Administrative Assistant III
21	Dr. Juan A . Pastor MNHS	DIANE LOUISE M. ELMIDO	Administrative Assistant III
22	Fermin La Rosa NHS	ALONA O. MARCOS	Administrative Assistant III
23	Gov. F. Leviste MNHS	Norabel S. De Roxas	Administrative Assistant III
24	Jose Lopez Manzano NHS	MA. RENETTE R. DE LOS REYES	Administrative Assistant III
25	Laiya NHS	ANNABELICA F. BARCELONA	Administrative Assistant III
26	Lian NHS	DEXTER B. LEYNES	Administrative Assistant III
27	Looc NHS	BABYLYN M. VILLAFLO	Administrative Assistant III
28	Lucsuhin NHS	Shiela Marie Enriquez	Administrative Assistant III
29	Lumbangan NHS	CONTESSA M. RODRIGUEZ	Administrative Assistant III
30	Maabud NHS	ROGER S. PANALIGAN	Administrative Assistant III
31	Malvar NHS	MERYLEEN R. CLARO	Administrative Assistant III
32	Masaguisit Banalo NHS	OLIVER P. DELICA	Administrative Assistant III
33	Mataas na Kahoy NHS	VICTORIA C. TAÑEDO	Administrative Assistant III
34	Padre Garcia INHS	YBETTE KRISTINE E. ESGUERRA	Administrative Assistant III
35	Palahanan NHS	MARY ANDRELOU E. ENDAYA	Administrative Assistant III
36	Pansol INHS	PRINCESS JUVY A. TOLENTINO	Administrative Assistant III
37	Payapa NHS	CHRISTIAN MARK M. GAGALAC	Administrative Assistant III
38	Rosario NHS	JHONA C. REYES	Administrative Assistant III
39	San Pascual NHS	MAUREEN D. MALALUAN	Administrative Assistant III
40	Sico 1.0 NHS	MARINELO LIRIO E. CORONEL	Administrative Assistant III
41	Sta. Monica NHS	MARICRIS M. DESEMBRANA	Administrative Assistant III
42	Sta. Teresita NHS	JENALYN S. DE VILLA	Administrative Assistant III
43	Taal NHS	MALOU M. PASILAN	Administrative Assistant III
44	Tala NHS	LEAVI C. IGANA	Administrative Assistant III
45	Taysan NHS	LICERIA D. CHUA	Administrative Assistant III
46	Tingloy NHS	VANESSA RIZELLE D. MACUHA	OIC-ADAS III
47	Tipas NHS	TRISHIA JOY C. MENDOZA	Administrative Assistant III
48	Wenceslao Trinidad MNHS	HERMINIO A. ENDAYA	Administrative Assistant III
49	SDO	Joemar B. Perez	Administrative Officer IV
50	SDO	Layne D. Ortega	Administrative Officer V
