



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

August 19, 2025

DIVISION MEMORANDUM
No. 423, s. 2025

MEETING FOR ADMINISTRATIVE ASSISTANT III PERSONNEL – JUNIOR HIGH SCHOOL IMPLEMENTING UNITS

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

1. Please be informed that a meeting for Administrative Assistant III personnel from Junior High School Implementing Units will be conducted on August 22, 2025, at 8:30 AM at SDO Conference Hall, Provincial Sports Complex, Bolbok, Batangas City.
2. The agenda of the meeting is as follows:
 - a. Status of Payment of Medical Allowance
 - b. Analysis of Personnel Services (PS) Funding Requirement
 - c. Most common errors committed in the use of the Budget Monitoring System (BMS) Database.
3. Participants are advised to bring a hard copy of BFARs as of June 30, 2025 and a laptop with the BMS Database installed.
4. A registration fee of Seven hundred pesos (Php 7,00.00) shall be charged to each participant to cover meals. All expenses related to this activity shall be charged against 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.
6. Immediate dissemination and 100% compliance with this memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

LDO/MEETING FOR ADMINISTRATIVE ASSISTANT III PERSONNEL – JUNIOR HIGH SCHOOL IMPLEMENTING UNITS/R2-145770/08/19/2025



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MEETING FOR ADMINISTRATIVE ASSISTANT III PERSONNEL – JUNIOR HIGH SCHOOL IMPLEMENTING UNITS

SDO Conference Hall, Provincial Sports Complex, Bolbok, Batangas City
August 22, 2025

	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	Administrative Assistant III
4	Balas Buco Sta. Maria NHS		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 / ESTELA E. ANZALDO	Administrative Assistant III
16	Calubcub 1.0 NHS	RINA C. BADAJOS	Administrative Assistant III
17	Coral na Munti NHS	AUREA H. ENRIQUEZ	Administrative Assistant III
18	Dacanlao C. Agoncillo NHS	KEVIN IAN ALBERT P. BUKIS	Administrative Assistant II
19	Dagatan NHS	MICHELLE ANGELA C. PEREZ	Administrative Assistant III
20	Don Leon Mercado Sr. Memorial NHS		Administrative Assistant III
21	Dr. Crisogono B. Ermita Sr. MNHS	RHEA ROSE N. DE SAGUN	Administrative Assistant III
22	Dr. Juan A . Pastor MNHS	DIANE LOUISE M. ELMIDO	Administrative Assistant III
23	Fermin La Rosa NHS	ANGELENE M. TORRES	Administrative Assistant II
24	Gov. F. Leviste MNHS	NORABEL S. DE ROXAS	Administrative Assistant III
25	Jose Lopez Manzano NHS	MA. RENETTE R. DE LOS REYES	Administrative Assistant III
26	Laiya NHS	ANNABELICA F. BARCELONA	Administrative Assistant III
27	Lian NHS	DEXTER LEYNES	Administrative Assistant III
28	Looc NHS	BABYLYN M. VILLAFLO	Administrative Assistant III
29	Lucsuhin NHS	SHIELA MARIE ENRIQUEZ	Administrative Assistant III
30	Lumbangan NHS	MARY JOYCE S. BOBADILLA	Administrative Assistant II
31	Maabud NHS	ROGER A. PANALIGAN	Administrative Assistant III
32	Malvar NHS	MICHELLE V. PACIA	Administrative Assistant III
33	Masaguitsit Banalo NHS	OLIVER P. DELICA	Administrative Assistant III
34	Mataas na Kahoy NHS	VICTORIA C. TAÑEDO	Administrative Assistant III
35	Padre V. Garcia NHS	YBETTE KRISTINE ESGUERRA	Administrative Assistant III
36	Palahanan NHS	MARY ANDRELOU E. ENDAYA	Administrative Assistant III
37	Pansol NHS	PRINCESS JUVY A. TOLENTINO	Administrative Assistant III
38	Payapa NHS	CHRISTIAN MARK GAGALAC	Administrative Assistant III
39	Pedro Paterno NHS	MARIA CECILIA D. ESGUERRA	Administrative Assistant III
40	Rosario NHS	JHONA C. REYES	Administrative Assistant III
41	San Pascual NHS	MAUREEN D. MALALUAN	Administrative Assistant III
42	Sico 1.0 NHS	Marinelo Lirio Enriquez	Administrative Assistant III
43	Sta. Monica NHS	MARICRIS M. DESEMBRANA	Administrative Assistant III
44	Sta. Teresita NHS	JENALYN S. DE VILLA	Administrative Assistant III
45	Taal NHS	MALOU M. PASILAN	Administrative Assistant III
46	Tala NHS	LEAVI C. IGANA	Administrative Assistant III
47	Taysan NHS	LICERIA S. CHUA	Administrative Assistant III
48	Tingloy NHS	VANESSA RIZELLE D. MACUHA	Administrative Assistant III
49	Tipas NHS	TRISHIA JOY C. MENDOZA	Administrative Assistant III
50	Wenceslao Trinidad MNHS	HERMINIO A. ENDAYA	Administrative Assistant III
