



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


04 May 2026

**UNNUMBERED MEMORANDUM**

**SIGNING OF APPOINTMENT AND BRIEF ORIENTATION OF NEWLY APPOINTED PERSONNEL**

TO : Assistant Schools Division Superintendent  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Unit Heads / Section Heads  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office informs the following Personnel for the signing of appointment on May 6, 2026, Wednesday, 9:00 AM at the Division Office – Personnel Section.
2. All are advised to follow the guidelines stated under OM-OSDS-2020-014; the baseline protocols to be observed in the workplace and during travel; minimum standards for social distancing within the workplace; and health, safety, and precautionary measures while at work.
3. For strict compliance to this memorandum.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ SIGNING OF APPOINTMENT AND BRIEF ORIENTATION  
OF NEWLY APPOINTED PERSONNEL/R2-151577/05/04/2026



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**ELEMENTARY**

NO	NAME	SCHOOL	POSITION
1	JAVIER, GLADY T.	IBAAN CS / IBAAN	ADMINISTRATIVE ASSISTANT II
2	SULIT, PRINCESS DIANE U.	ROSARIO EAST CS / ROSARIO EAST	ADMINISTRATIVE ASSISTANT III
3	FIRME, ALYSSA CAMILLE B.	NASUGBU WEST CS/ NASUGBU WEST	ADMINISTRATIVE ASSISTANT III
4	BARAL, SHARA MAY S.	CALUMALA ES/ STA. TERESITA	ADMINISTRATIVE OFFICER II

**SENIOR HIGH SCHOOL**

NO	NAME	SCHOOL	POSITION
5	CORDERO, MAVEL U.	TAYSAN SHS	ADMINISTRATIVE ASSISTANT II
6	MONTEMAYOR, ALLENE N.	ALUPAY INHS	ADMINISTRATIVE ASSISTANT II

**DIVISION OFFICE**

NO	NAME	SCHOOL	POSITION
7	DIMATULAC, MARY JANE D.	PERSONNEL SECTION	ADMINISTRATIVE ASSISTANT III