



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

February 26, 2024

To: Assistant Schools Division Superintendents  
Division Chiefs  
SDO Unit Heads  
All Others Concerned

Please be informed that SDO Bulacan will conduct a confabulation among the offices of the Schools Division Superintendent (OSDS) unit heads on March 01, 2024 (Friday), 8:30 am – 5:00 pm at the Conference Hall, 3rd Floor, this Office.

The agenda will focus on the following:

1. Discuss the office function version 3 of the OSDS.
2. Identify the specific deliverables of each unit in the OSDS through their respective programs, projects, and activities.
3. Foster a culture of quality service and excellence.
4. And other concerns.

Attached is the list of participants.

Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting rules and regulations.

An attendance of 100% is hereby enjoined.

Thank you.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

**Division Letter**  
No. 021 s., 2024



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
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List of Participants:

1	SDS Norma P. Esteban, EdD, CESO V
2	ASDS Maria Celina L. Vega, CESO VI
3	ASDS
4	Josefina S. Pedroche AOV –Administrative Office
5	Princess Elaine Diego –PDO I
6	Atty. Elmer Lopez -Legal
7	Mark Joseph Roque – Legal Assistant
8	Agnes Seifnezhad -Accountant
9	Ronalyn Paulino ADAS III -Accounting
10	Noel Salcedo ADAS III- Accounting
11	Victoria Madrigal AO IV -Personnel
12	Loradel Pasco AO II-Personnel
13	Raquel Climaco AO IV -Supply
14	Shairo Centeno ADAS II- Supply
15	Aren Astoveza AO IV- Budget
16	Bianca Mae Borlongan ADAS III- Budget
17	Rona Jema Mercurio AO IV -Cashier
18	Ivy Debany Cabañal ADA VI -Cashier
19	Lorena Bodoso AO IV- Records
20	Federico Sanvictores Jr. ADAS III- Records
21	Richard Biglete - ICTO
22	Tristan Russ Valderama ADA VI- ICTS