



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

June 16, 2025

DIVISION MEMORANDUM

No. **291** s. 2025

To: Public Schools District Supervisors  
Select Administrative Assistant III  
Budget Officer  
All Others Concerned

**Conduct of Project LEDGER: A One-Day Seminar-Workshop for Administrative Assistants III**

1. Pursuant to the Department of Education's 5-Point Agenda under the leadership of Secretary Juan Edgardo "Sonny" Angara, the Schools Division Office of Bulacan shall conduct Project LEDGER: Leading with Ethics, Diligence, Growth, Excellence, and Responsiveness, a one-day seminar-workshop designed for Administrative Assistant III to align their technical competencies with the core values of public service.
2. The activity is scheduled on June 20, 2025, at Villa Emmanuela Wavepool & Resort in Plaridel, Bulacan. This activity will be attended by select Administrative Assistants III (*List of participants as Annex A*).
3. The training aims to strengthen the professional and ethical competencies of the non-teaching personnel in-charge of fiscal management in support of DepEd's goals to create enabling environments, improve teacher and learner welfare, ensure efficient learning delivery, and prepare a future-ready workforce. The theme of the activity is: "Making Work Values Work" – emphasizing the role of ethics, diligence, and excellence in fostering a responsive and impactful public service.
4. The sessions are aimed to:
  - ✓ Sustain Integrity and Accountability in Public Service
  - ✓ Strengthen Professionalism and Work Ethics
  - ✓ Foster Camaraderie and Teamwork
  - ✓ Promote a Positive Work Culture in DepEd and
  - ✓ Improve Personal Reflection and Action Planning
5. Participants are enjoined to actively participate in the sessions and engage in collaborative activities that aim to enhance personal and professional growth. Attendance and participation in this activity shall be treated as official business, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall also serve as the Travel Order of the participants.
7. For information, guidance, and compliance.

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

**LEDGER: A One-Day Seminar-Workshop for Administrative Assistants****List of Participants**

	<b>Name of School</b>	<b>Bookkeeper</b>	<b>Position</b>	<b>District</b>
1	F.F. Hall III National Agricultural High School	ANGELITA G. VALENCIA	Administrative Officer II	Santa Maria Central
2	F.G. Bernardino Memorial Trade School	EVELYN L.BANGUIS	Administrative Assistant III	Marilao-South
3	Guiguinto National Vocational High School	MARILYN B. JOSE	Administrative Assistant III	GUIGUINTO
4	Lolomboy National High School	CARMELITA B. SANTOS	Administrative Assistant III	Bocaue
5	Obando School of Fisheries	REMEDIOS B. HABABAG	Administrative Assistant III	Obando
6	Prenza National High School	ELLEN MARCELO	Administrative Assistant III	Marilao North
7	San Rafael National Trade School		Accountant I	San Rafael East
8	Carlos F. Gonzales High School	KAREN JOY V. CRUZ	Administrative Assistant III	San Rafael West
9	Calumpit National High School	DIGNA M. CURIGAL	Administrative Assistant III	Calumpit South
10	F.C. Lipana High School	MELODY C. MORANTE	Administrative Assistant III	GUIGUINTO
11	J.J. Mariano High School	LOVELY KATE A. ESPIRITU	Administrative Assistant III	Plaridel
12	M.R. Trillana High School	JINNELLA S. CRUZ	Administrative Assistant III	Hagonoy
13	Norzagaray High School	CHRISTINE LYNNORE M. DEMOCR	Administrative Assistant III	Norzagaray West
14	Parada High School	REGINA N. GUILALAS	Administrative Assistant III	Sta. Maria East
15	Pulong Buhangin High School	LORIE MICHELLE S. AUSTRIA	Administrative Assistant III	Sta. Maria West
16	San Miguel High School	SHERYL DC. DIAZ	Administrative Assistant III	San Miguel South
17	Talipitip High School	MARK B. OLLERAS	Administrative Assistant III	BULAKAN
18	Balagtas Agr. High School	PAULINE JEAN E. DEL MUNDO	Administrative Assistant III	Balagtas
19	Binagbag High School	ILLEN B. MARQUEZ	Administrative Assistant III	Angat District
20	Bunsuran High School	MARIA TERESA J. DELA CRUZ	Administrative Assistant III	Pandi-South
21	Dampol 2nd High School	VINCENT R. ALTAMERANO	Administrative Assistant III	PULILAN
22	Dr. Felipe de Jesus High School	EMELITA GUTIERREZ	Administrative Assistant III	Plaridel
23	Minuyan High School	MARDY S. IGNACIO	Administrative Assistant III	Norzagaray East
24	Obando High School	JESSICA PULUMBARIT	Administrative Assistant III	Obando
25	San Ildefonso High School	ELIZABETH C. CLIMACO	Administrative Assistant III	San Ildefonso North
26	San Roque High School	DANILO D. PANGANIBAN JR.	Administrative Assistant III	Paombong
27	Sta. Lucia High School	MARIA XENIA A. GARCIA	Administrative Assistant III	Calumpit North
28	Sta. Monica High School	CARRY C. PANGAN	Administrative Assistant III	HAGONOY WEST
29	Taal High School	JENETTE E. ANDRES	Administrative Assistant III	Bocaue
30	Alexis Santos HS	WILSON S. QUIZON	Administrative Assistant III	Bustos
31	Dampol 1st NHS	LAILANI A. PINOTE	Administrative Assistant III	Plaridel
32	Dofia Remedios Trinidad (DRT) HS	MYRNA C. PEREZ	Administrative Assistant III	DRT
33	Dofia Candelaria HS (Bambang NHS)	Marineth S. Salapong	Administrative Assistant III	bulakan
34	FVR National High School	PHIA ANN H. AGUSTIN	Administrative Assistant III	Norzagaray West
35	Frances HS	JOHN ASHLEY V. MARTINEZ	Administrative Assistant III	Calumpit
36	JJ Russell HS	LORIANN C. PARULAN	Administrative Assistant III	San Miguel Central
37	San Pedro HS (MRSTHS)	Alexandra M. Bonus	Administrative Assistant III	Hagonoy East
38	Sta. Maria Agro Ind HS	Eloisa Joy S. Malaque	Administrative Assistant III	Santa Maria East
39	Sta. Peregrina HS (Dampol 2nd)	Janice DJ. Casabuena	Administrative Assistant III	Pullian
40	Tibagan NHS	Cecilia C. Sangalang	Administrative Assistant III	Bustos
41	Vedasto Santiago HS	Merly C. Miranda	Administrative Assistant III	San Miguel Central
42	Virginia Ramirez Cruz HS	Carlo Antonio	Administrative Assistant III	Pandi
43	Angat National High School	Mary Cris R. Cruz	Administrative Assistant III	Angat
44	Bajet-Castillo High School	Ana Liza R. Yabut	Administrative Assistant III	Pullian
45	Cambaog National High School	Marlei C. Iletto	Administrative Assistant III	Bustos
46	Canlogan High School	ray angelo zialcita	Administrative Assistant III	Calumpit
47	Catmon National High School	Mary Grace B. Solano	Administrative Assistant III	Sta. Maria Central
48	Diosdado Macapagal HS	Karen P. Sarmiento	Administrative Assistant III	Angat
49	Iba National High School	KARMINA RIZZA G. MANALO	Administrative Assistant III	Hagonoy
50	Jaime J. Vistan High School	REGIELYN B. NAVA	Administrative Assistant III	Plaridel
51	Maronquillo National High School	Nerissa SG. Calubayan	Administrative Assistant III	San Rafael
52	North Hills Village High School	MARIA THERESA I. FUNTILA	Administrative Assistant III	Norzagaray West
53	Partida High School	Analyn R. Masil	Administrative Assistant III	San Miguel
54	Tiaong National High School	JOE MARIE R. LORENZO	Administrative Assistant III	GUIGUINTO
55	Akle High School	JINKY C. GARCIA	Administrative Assistant III	SAN ILDEFONSO SOUTH
56	Calawitan High School	AIJYNE C. MANANGUIT	Administrative Assistant III	San Ildefonso North
57	Bambang National High School (Illuminada Mendoza)	NOEMI P. CHUA	Administrative Assistant III	Bocaue
58	Masagana High School	SAHRA P. CAPARAL	Administrative Assistant III	Pandi South
59	Salapungan High School	Mayreen S. Buenaventura	Administrative Assistant III	San Rafael West
60	San Francisco Xavier High School	Eulalia D. Santos	Administrative Assistant III	Bulakan
61	FVR HS - JULIAN SUMBILIO HS	JENNYLYN L. PINERO	Administrative Assistant III	Norzagaray East
62	ENGR. VIRGILIO V. DIONISIO HS	MARIA SHIELA R. ANGELES	Administrative Assistant III	Pullian
64	SDO Proper	Alvin Suriben	Budget Officer	
65	SDO Proper	Lorena P. Bodoso	Administrative Officer IV	
66	SDO Proper	TWG		
67	SDO Proper	TWG		
68	SDO Proper	TWG		
69	Project Manager	CELINA L. VEGA, CESO V	ASDS	
70	Assistant Project Manager	ELESEO GODOY, EdD	EPS -(Values)	