



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

September 10, 2025

DIVISION MEMORANDUM
No. 445s. 2025

**ASSISTANCE OF ADMINISTRATIVE PERSONNEL IN THE PROCESSING OF
APPOINTMENT PAPERS**

To: Asst. Schools Division Superintendent
Public Schools District Supervisor of Bocaue, Balagtas, Hagonoy West and
Marilao South
Administrative Officer V
School Principal of Balagtas NAHS, Northville V ES, Balagtas CS and
Northville IV-B ES
All others Concerned

1. In view of the substantial volume of appointment papers received by this Office for the 3rd Quarter of F.Y 2025, there is a pressing need to augment the workforce of the Schools Division Office-Personnel Unit to ensure the timely processing, review and completion of said documents.
2. This Office seeks the assistance of the following school-based Administrative Assistant and Administrative Officers from September 15 to 26, 2025.

NAME	DISTRICT/SCHOOL	SCHEDULE
GROUP 1		
Ellen M. Suatengco	Balagtas NAHS	September 15, 17,19, 23 and 25, 2025
Jenifer M. Santos	Bocaue District	
GROUP 2		
Cyril Alexandria DA. Manansala	Hagonoy West	September 16, 18, 22, 24,26, 2025
Jacklyn V. Pabatang	Marilao South	

3. Their primary duties during this period shall include, but shall not be limited to:
 - a. Initial review and verification of submitted appointment papers.
 - b. Coordination with relevant units and schools for completion of lacking documents, and.



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- c. Encoding and preparation of appointment-related data for system uploading and record-keeping.
4. The schedule and the list of designated Administrative Assistant and Administrative Officers are provided in Annex A of this Memorandum. Personnel are expected to strictly observe their assigned dates to avoid disruption of school-based operations while ensuring sufficient manpower at the Division Office.
5. This memorandum shall serve as the official travel order of the personnel concerned. School Heads and District Supervisors are hereby enjoined to allow the identified staff to report to the Division Office on their respective schedules.
6. Expenses to be incurred in the conduct of the said activity shall be charged against the Division MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD.

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

HR/lbp



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