



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

February 3, 2026

DIVISION MEMORANDUM

No. 58, s. 2026

**PILOT TESTING OF RECORDS MANAGEMENT SYSTEM (RMS) IN
SELECT ELEMENTARY AND SECONDARY SCHOOLS OF
SCHOOLS DIVISION OF BULACAN**

To : Asst. Schools Division Superintendents
Public Schools District Supervisors
Elementary and Secondary School Heads
Records Unit
ICT Unit
RMS Digitalization Core Team
All others concerned

1. This Office announces the Pilot Testing of Records Management System in select Elementary and Secondary Schools of Schools Division of Bulacan starting February 5 to 13, 2026.
2. The Administrative Officers (District Team Leaders) of the select schools and RMS Core Teams are required to attend the in-person RMS Session on February 5, 2026, at 9:00 AM onwards. Kindly refer to the attached enclosure for the complete list of participating schools and personnels.
3. All participants in the Pilot Testing of the RMS are required to bring their laptops and the necessary documents for submission to the Records Unit.
4. Records Unit, ICT Unit, RMS Digitalization Core team and select pilot schools shall simulate the RMS process in both digital and physical documents.
5. A Focus Group Discussion will be held on February 13, 2026 at 2:00 PM to evaluate the RMS pilot testing. Meeting link will be sent to RMS group chat.



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6. Expenses to be incurred in the conduct of this activity such as meals and transportation shall be taken from the local school funds subject to usual auditing and accounting rules and regulations.
7. This Memorandum serves as travel authority of the participants.
8. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure 1. List of attendees

CORE TEAM	
1. ENRIQUE RIGOR P. FLORES, JR	Head Teacher III, Doña Candelaria Meneses Duque National High School
2. KATHRINE JANE L. OPLE	OIC School Head, Pinalagdan National High School
3. CLARISSA DC. FLORES	Head Teacher III, Iba NHS
4. MARK F. ARMENTA	OIC School Head, SHS withing Luis Gravador ES
RECORDS UNIT	
1. LORENA P. BODOSO	Unit Head
2. KIRSTY HANNA CAPARAS	Admin Staff
3. MAYBELYN BALITE	Admin Staff
4. ALFEREDO LOPEZ	Admin Staff
5. ANGELICA DE GUIA	Admin Staff
6. ANA PATRICIA CRUZ	Admin Staff
7. MAX CHRISTIAN	Admin Staff
AO TEAM/DISTRICT PARTICIPANT	
1. ENALYN CARREON	District Participant, Bulakan District
2. RONIEL LUCAS	District Participant, Plaridel District
3. LIEZEL V. WAKEFIELD	District Participant, San Ildefonso North
4. MARILYN F. LEUTERIO	District Participant, San Ildefonso North
ICT UNIT	
1. MARCO PAOLO M. VICTORIANO	Information Technology Officer I
2. TRISTAN RUSS E. VALDERAMA	Project Development Officer I
3. RONALD G. SALVADOR	Administrative Assistant II