



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

| <b>CORE TEAM</b>                    |          |  |  |
|-------------------------------------|----------|--|--|
| 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                        |
| <b>RECORDS UNIT</b>                 |          |  |  |
| 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  |
| <b>AO TEAM/DISTRICT PARTICIPANT</b> |          |  |  |
| 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                            |
| <b>ICT UNIT</b>                     |          |  |  |
| 1. MARCO VICTORIANO                 | PAOLO M. |  | Information Technology Officer I                                     |
| 2. TRISTAN VALDERAMA                | RUSS E.  |  | Project Development Officer I  |
| 3. RONALD G. SALVADOR               |          |  | Administrative Assistant II  |