



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

February 9, 2026

DIVISION MEMORANDUM

No. 77, s. 2026

**SCHEDULE OF SCHOOLS DIVISION OF BULACAN
RECORDS MANAGEMENT SYSTEM (RMS) ROLL-OUT**

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

1. In line with the digitalization program of the Schools Division of Bulacan, this Office announces the **SCHEDULE OF SCHOOLS DIVISION OF BULACAN RECORDS MANAGEMENT SYSTEM (RMS) ROLL-OUT**.

Office/ Districts/ Persons Involved	Date	Time	Venue
SDO Bulacan (Refresher Course) - SDO Core Team Members - SDO Secretaries	February 12, 2026	8:00 – 11:00 AM	SD Bulacan Conference Hall
District Team Leaders	February 19, 2026	8:00 AM – 11:00 AM	SD Bulacan Conference Hall
Secondary Schools Admin Officers and Admin Assistants	February 20, 2026	9:00 – 12:00 NN	Guiguinto Central School
District of Bulakan	February 23, 2026	8:00 AM – 11:00 AM	Bulakan District Hall
District of Calumpit (North and South)	February 23, 2026	1:00 PM – 4:00 PM	Calumpit Central School
Hagonoy (East and West)	February 24, 2026	8:00 AM – 11:00 AM	MD Cruz Resort Payilion
District of Paombong	February 24, 2026	1:00 PM – 4:00 PM	Paombong District Function Hall
District of Pulilan	February 25, 2026	8:00 AM – 11:00 AM	Pulilan Central School
District of Bustos	February 26, 2026	8:00 AM – 11:00 AM	Bustos Central School
District of Plaridel	February 26, 2026	1:00 PM – 4:00 PM	Plaridel Central School
District of Sta. Maria (North, Central, and South)	February 27, 2026	8:00 AM – 11:00 AM	Parada National High School
District of Norzagaray (East, Central and West)	February 27, 2026	1:00 PM – 4:00 PM	Norzagaray District Office



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District of Angat	March 2, 2026	8:00 AM – 11:00 AM	Binagbag NHS
EDDIS IV Schools (Districts of Obando, Marilao North and South)	March 3, 2026	8:00 AM – 11:00 AM	Prenza NHS - BEIS
District of Doña Remedios Trinidad	March 4, 2026	8:00 AM – 11:00 AM	Pulong Sampaloc ES
District of San Miguel North, Central and East	March 5, 2026	8:00 AM – 11:00 AM	Ricardo C Silverio, Sr Conference Hall, Municipality of San Miguel
District of San Ildefonso South and North	March 10, 2026	8:00 AM – 11:00 AM	San Ildefonso North District San Ildefonso Elementary School
District of San Rafael East and West	March 6, 2026	8:00 AM – 11:00 AM	San Rafael East Central School
Pandi North and South	March 9, 2026	8:00 AM – 11:00 AM	Pandi South Central School
Districts of Guiguinto, Bocaue, and Balagtas	March 9, 2026	1:00 PM – 4:00 PM	Guiguinto Central School

2. All participants in the RMS Roll-out are required to bring their laptops, extension cords, pocket Wi-Fi and the necessary documents for submission to the Records Unit.
3. Please see attached enclosures for the list of schools and their participants.
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. Expenses to be incurred in the conduct of this activity such as meals, internet load and transportation shall be taken from the local school funds subject to usual auditing and accounting rules and regulations.
6. This Memorandum serves as travel authority of the participants.
7. Wide dissemination of this Memorandum is desired.

[Redacted Signature]

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



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Enclosure No. 1 of Division Memorandum No. 77 s, 2026

LIST OF ATTENDEES – SDO PROPER
February 12, 2026
SDO Bulacan Conference Hall
9:00 AM to 11:00 AM

	NAME	OFFICE
1	Gloria Suguitan	CID
2	Remalyn Sulit	CID
3	Mary Jane P. Galang	SGOD
4	Ma. Victoria M. Torbeles	SGOD
5	Kimran C. De Jesus	Office of the ASDS
6	Maribel D. Enriquez	Office of the ASDS
7	Jamaica Desiree Marcelino	Office of the SDS
8	Camille Mallari	Office of the SDS
9	Lorena P. Bodoso	Unit Head of Records
10	Kirsty Hanna Caparas	Admin Staff
11	Maybelyn Balite	Admin Staff
12	Alfredo Lopez	Admin Staff
13	Angelica De Guia	Admin Staff
14	Ana Patricia Cruz	Admin Staff
15	Max Christian Dimacali	Admin Staff
16	Fresly John Corpuz	Personnel, Admin Staff
17	Marianne Manarang	Personnel, Admin Staff
18	Marco Paolo M. Victoriano	Information Technology Officer I
19	Tristan Russ E. Valderama	Project Development Officer I
20	Ronald G. Salvador	ICTU, Administrative Assistant II
21	Mhizzi Carol A. Mallari	ICTU, Admin Staff
22	R-Jay V. Labios	ICTU, Admin Staff
23	Rafael Niño Salamat	COA
24	Ivan Vince P. Bodoso	Legal
25	Mary Ann S. Santos	Admin Staff
26	Dan Harvey Castro	Unit Head
27	Shairo Centeno	Administrative Assistant III



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Enclosure No. 2 of Division Memorandum No. ____ s, 2026

List of District Team Leaders
February 19, 2026
8:00 AM – 11:00 AM

	SCHOOL	NAME	POSITION
1.	MATIAS A. FERNANDO MEMORIAL SCHOOL	XERNAN G. BARTOLOME	ADMINISTRATIVE OFFICER II
2.	BALAGTAS CENTRAL SCHOOL	JILLIEN MARIELLE D. SANTIAGO	ADMINISTRATIVE OFFICER II
3.	CONG. E. R. CRUZ MEM. CENTRAL SCHOOL (BOCAUE CS)	RHODORA T. TIBURCIO	ADMINISTRATIVE OFFICER II
4.	GEN. GREGORIO DEL PILAR IS	ENELYN C. AQUINO	ADMINISTRATIVE OFFICER II
5.	BUSTOS ES	REISSE M. SAN ANDRES	ADMINISTRATIVE OFFICER II
6.	CALUMPIT CENTRAL SCHOOL	MA.RITA S. BUFA	ADMINISTRATIVE OFFICER II
7.	F. MENDOZA MEMORIAL ELEMENTARY SCHOOL	LEONA RITA B. CRUZ	ADMINISTRATIVE OFFICER II
8.	GUIGUINTO CENTRAL SCHOOL	MARICEL B. CRUZ	ADMINISTRATIVE OFFICER II
9.	PULONG SAMPALOC ES	LAILANIE C. PASCUAL	ADMINISTRATIVE OFFICER II
10.	HAGONOY EAST CENTRAL SCHOOL	CHRISTIAN ALEXANDER T. SOLIS	ADMINISTRATIVE OFFICER II
11.	HAGONOY WEST CENTRAL SCHOOL	GIMELLE M. SANTOS	ADMINISTRATIVE OFFICER II
12.	PRENZA ELEMENTARY SCHOOL	SHERYLL T. BRIONES	ADMINISTRATIVE OFFICER II
13.	MARILAO CENTRAL INTEGRATED SCHOOL	ISSA MARIE T. CABARLE	ADMINISTRATIVE OFFICER II
14.	TIMOTEO P. POLICARPIO ELEMENTARY SCHOOL	BEVERLUZ D. DIZON	ADMINISTRATIVE OFFICER II
15.	NORZAGARAY ELEMENTARY SCHOOL	LEILANI C. BERNABE	ADMINISTRATIVE OFFICER II
16.	OBANDO CENTRAL SCHOOL	GENEVIEVE A. AGUILAR	ADMINISTRATIVE OFFICER II
17.	Mamerto C. Bernardo MCS	DEVY C. CORONEL	ADMINISTRATIVE OFFICER II
18.	Bunsuran ES	CARMELA CONTRERAS	ADMINISTRATIVE ASSISTANT
19.	PULILAN CS	AUREA P. COMENDADOR	ADMINISTRATIVE OFFICER II
20.	PLARIDEL ELEMENTARY SCHOOL	RONIEL L. BERNARDO	ADMINISTRATIVE OFFICER II
21.	PAOMBONG CS	REGINE D. TAN	ADMINISTRATIVE OFFICER II
22.	PINAOD CS (SAN ILDEFONSO SOUTH)	Marilyn F. Leuterio	ADMINISTRATIVE OFFICER II
23.	SAN ILDEFONSO ES	LIEZEL V. WAKEFIELD	ADMINISTRATIVE OFFICER II
24.	SALACOT ES	CHERRY QUEEN O. PASCUAL	ADMINISTRATIVE OFFICER II
25.	SAN MIGUEL NORTH CENTRAL SCHOOL	CEDRIC A. REYES	ADMINISTRATIVE OFFICER II
26.	SAN MIGUEL ES	MICHAELA JOY G. DELA CRUZ	ADMINISTRATIVE OFFICER II
27.	SAN RAFAEL CENTRAL SCHOOL	RACHELLE ANN M. TAGUIAM	ADMINISTRATIVE OFFICER II
28.	MAGUINAO ELEMENTARY SCHOOL	DANICA N. RODRIGUEZ	ADMINISTRATIVE OFFICER II
29.	STA. MARIA ELEMENTARY SCHOOL	LYN CHING C. PASCUAL	ADMINISTRATIVE OFFICER II
30.	CORNELIA M. DE JESUS MEMORIAL CENTRAL SCHOOL	RIKKA DEANNISE DT. TORRES	ADMINISTRATIVE OFFICER II



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List of Administrative Officers and Administrative Assistants
 February 20, 2026
 9:00 AM – 12:00 NN

	SCHOOL	NAME
1	GEN. GREGORIO DEL PILAR IS	ESTER GRACE G. JOSON
2	SAN FRANCISCO XAVIER HIGH SCHOOL	CHRISTINE AUREA G. ROQUE
3	IBA NATIONAL HIGH SCHOOL - JHS	MARA JOVELLE P. ADRIANO
4	IBA NATIONAL HIGH SCHOOL -SHS	ROWENA V. SANCHEZ
5	SAN PEDRO NATIONAL HS - JHS	JONALYN R. PUNO
6	SAN PEDRO NATIONAL HS - SHS	PERLITA I. QUILAO
7	KAPITANGAN NATIONAL HIGH SCHOOL - JHS	MA. SALVACION L. BAUTISTA
8	KAPITANGAN NATIONAL HIGH SCHOOL - SHS	DARWIN JOSEPH D. PANGANIBAN
9	SAN MIGUEL-MEYSULAO HIGH SCHOOL	RONAMINA T. SANTOS
10	DOÑA CANDELARIA MENESES DUQUE NATIONAL HIGH SCHOOL - JHS	MA. ARLENE S. DELA PEÑA
11	DOÑA CANDELARIA MENESES DUQUE NATIONAL HIGH SCHOOL - SHS	ALBERTO G. LIMAREZ
12	TALIPTIP NATIONAL HIGH SCHOOL- SHS	EVANGELINE V. MACARANAS
13	TALIPTIP NATIONAL HIGH SCHOOL-JHS	MELISSA H . CONCEPCION
14	ROMEO ACUNA SANTOS MEMORIAL HIGH SCHOOL	ERCELYN S. SAN MIGUEL
15	CALUMPIT NATIONAL HIGH SCHOOL -SHS	CHARO D. DIJAMCO
16	CALUMPIT NATIONAL HIGH SCHOOL	LESHLHEY TORRES
17	STA. LUCIA NATIONAL HIGH SCHOOL - JHS	ANGELICA DC. CAYANAN
18	STA. LUCIA NATIONAL HIGH SCHOOL - SHS	RUBEZA S. DY TIOCO
19	CANIOGAN HIGH SCHOOL - JHS	JAYVEE C. REYES
20	CANIOGAN HIGH SCHOOL - SHS	ARRA JANE L. PERALTA
21	RAMONA S. TRILLANA HIGH SCHOOL - SHS	ROSALINA T. PATRICIO
22	RAMONA S. TRILLANA HIGH SCHOOL - JHS	KARLA MAE V. TOLENTINO
23	BAJET-CASTILLO HIGH SCHOOL - JHS	LENY ANN F. TENORIO
24	BAJET-CASTILLO HIGH SCHOOL - SHS	PAULO MARI C. CRUZ
25	DULONG MALABON INTEGRATED SCHOOL	PAOLO J. SUAREZ
26	DAMPOL 2ND NATIONAL HIGH SCHOOL - JHS	JOVI E. DE GUZMAN
27	DAMPOL 2ND NATIONAL HIGH SCHOOL - SHS	RONA ANNE R. DUMAGO
28	ENGR. VIRGILIO V. DIONISIO MEMORIAL HIGH SCHOOL	JOEY S. RONDUEÑ



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29	STA. PEREGRINA HIGH SCHOOL - JHS	MAGTALAS, RUFINA C
30	STA. PEREGRINA HIGH SCHOOL - SHS	TAMBALQUE, NERISSA T.
31	SAN ROQUE NATIONAL HIGH SCHOOL - JHS	RHIA B. RODRIGUEZ
32	SAN ROQUE NATIONAL HIGH SCHOOL - SHS	MARIA IVY ANTONIO M. CRUZ
33	PINALAGDAN HIGH SCHOOL	CRISSON JASPER P. FERMALINO
34	STA. MONICA NATIONAL HIGH SCHOOL - JHS	MONICA LYN C. TOLENTINO
35	STA. MONICA NATIONAL HIGH SCHOOL - SHS	CATHERINE A. PEREZ
36	JAIME J. VISTAN HIGH SCHOOL - JHS	JENNIFER E. DOMINGO
37	JAIME J. VISTAN HIGH SCHOOL - SHS	JENNIFER E. DOMINGO
38	JOSE J. MARIANO MEMORIAL HIGH SCHOOL	CRISTINE T. JUMAQUIO
39	ALEXIS G. SANTOS NATIONAL HIGH SCHOOL - JHS	MARY GRACE C. LOPEZ
40	ALEXIS G. SANTOS NATIONAL HIGH SCHOOL - SHS	JACQUELINE B. FONTANILLA
41	DR. FELIPE DE JESUS NATIONAL HIGH SCHOOL	ARMAN R. JUMAQUIO
42	DR. PABLITO V. MENDOZA SR. HIGH SCHOOL - JHS	CHRISTINE JOBELLE A. FULGENCIO
43	DR. PABLITO V. MENDOZA SR. HIGH SCHOOL - SHS	ALVIN S. CRUZ
44	CAMBAOG NATIONAL HIGH SCHOOL - JHS	ROSEMARIE B. REYES
45	CAMBAOG NATIONAL HIGH SCHOOL - SHS	JENNIFER D. SAN JOSE
46	AGUINALDO J. SANTOS NATIONAL HIGH SCHOOL - JHS	CECILIA C. SANGALANG
47	AGUINALDO J. SANTOS NATIONAL HIGH SCHOOL - SHS	MAUREEN A. APOLONIO
48	BULIHAN HIGH SCHOOL - JHS	JOHN T. SANTIAGO
49	BULIHAN HIGH SCHOOL - JHS	JOHN T. SANTIAGO
50	BANGA HIGH SCHOOL - JHS	BENCJ JORDANE C. BALBIN
51	BANGA HIGH SCHOOL - SHS	LAILANI C. PASCUA
52	JOHN J. RUSSELL MEMORIAL HIGH SCHOOL - JHS	JOCELL ANN P. ANDRES
53	JOHN J. RUSSELL MEMORIAL HIGH SCHOOL - SHS	SANJO B. AVENDAÑO
54	VEDASTO R. SANTIAGO HIGH SCHOOL - JHS	JENNIFER P. VIOLA
55	VEDASTO R. SANTIAGO HIGH SCHOOL - SHS	MICHAEL V. LIGON
56	PARTIDA NATIONAL HIGH SCHOOL - JHS	ISRAEL G. GALICIA



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57	PARTIDA NATIONAL HIGH SCHOOL - SHS	CHERRY-AN H. LOMA
58	STA. CATALINA BATA NATIONAL HIGH SCHOOL	MARIEJOY I. IGNA
59	SAN ILDEFONSO NATIONAL HIGH SCHOOL - JHS	ROGER D. GARCIA
60	PRENZA NATIONAL HIGH SCHOOL - JHS	LOURDES H. EDANG
61	PRENZA NATIONAL HIGH SCHOOL - SHS	MELDIN B. AMAROTA
62	OBANDO SCHOOL OF FISHERIES	MELANIE C. ANDAYA
63	OBANDO SENIOR HIGH SCHOOL	DESIREE E. PANGCOY
64	AFG BERNARDINO MEMORIAL TRADE SCHOOL - JHS	MARIA LOURDES F. ALFONSO
65	AFG BERNARDINO MEMORIAL TRADE SCHOOL - SHS	RIZZA A. PEDROCHE
66	BATIA HIGH SCHOOL	JEREMY JANE L. NICOLAS
67	GUIGUINTO NATIONAL VOCATIONAL HS- ANNEX	MARIA DIANA O. VILLANUEVA
68	BUNSURAN NATIONAL HIGH SCHOOL	RICHELLE C. GALVEZ
69	LOLOMBOY NATIONAL HIGH SCHOOL - JHS	FRANCIS JAVIER V. TRINIDAD
70	LOLOMBOY NATIONAL HIGH SCHOOL - SHS	ROWENA A. DELA CRUZ
71	ILUMINADA ROXAS MENDOZA MEMORIAL HIGH SCHOOL - JHS	MARK NIÑO Q. ZULUETA
72	ILUMINADA ROXAS MENDOZA MEMORIAL HIGH SCHOOL - SHS	RAMICA G. SANGUIR
73	GAT FRANCISCO BALAGTAS HIGH SCHOOL	ABBY GRACE D. BASCO
74	BALAGTAS NATIONAL AGRICULTURAL HIGH SCHOOL - JHS	EDRALYN S. CRUZ
75	BALAGTAS NATIONAL AGRICULTURAL HIGH SCHOOL - SHS	ELLEN M.SUATENGCO
76	MASAGANA HIGH SCHOOL - JHS	KARLA CAMILLE M. MATRE
77	MASAGANA HIGH SCHOOL - SHS	LEAN BRYAN D. HILARIO
78	VIRGINIA RAMIREZ-CRUZ NATIONAL HIGH SCHOOL - JHS	ELVIRA G. PALAD
79	VIRGINIA RAMIREZ-CRUZ NATIONAL HIGH SCHOOL - SHS	HONEY JANE G. HUFANA
80	MAPULANG LUPA HIGH SCHOOL	ABBY GRACE D. BASCO
81	TIAONG NATIONAL HIGH SCHOOL	LORELA C. REYES
82	FELIZARDO C. LIPANA NATIONAL HIGH SCHOOL - JHS	MARVIN M. SANTOS
83	FELIZARDO C. LIPANA NATIONAL HIGH SCHOOL - SHS	MA. CHRISTINA B. HILARIO
84	ANGEL M. DEL ROSARIO HIGH SCHOOL	ELIJAH MAE B. CRUZ
85	PRES. DIOSDADO P. MACAPAGAL MHS	SHIELA LYNE F. CACABELOS



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86	NORZAGARAY NATIONAL HIGH SCHOOL - JHS	CHRISTINE LYNNORE M. DEMOCRITO
87	NORZAGARAY NATIONAL HIGH SCHOOL - SHS	DIANA P. CALITISEN
88	SHS WITHIN LUIS GRAVADOR E.S.	RHEIZEL P. BERMEJO
89	MINUYAN NATIONAL HIGH SCHOOL	SHYNA AYRHA C. MONTERO
90	MINUYAN NATIONAL HIGH SCHOOL	MA. CONCEPCION C. SUMBILLO
91	F. F. HALILI NATIONAL AGRICULTURAL SCHOOL - JHS	RODELIO G. JOAQUIN
92	F. F. HALILI NATIONAL AGRICULTURAL SCHOOL - SHS	PEARL DUSTIN V. AQUINO
93	STA. CRUZ HIGH SCHOOL	NORILYN S. DELA CRUZ
94	PULONG BUHANGIN NATIONAL HIGH SCHOOL - JHS	Jenny Anne H. Reyes
95	PULONG BUHANGIN NATIONAL HIGH SCHOOL - SHS	Jenny Anne H. Reyes
96	CAY POMBO NATIONAL HIGH SCHOOL	Louie Sron DC. Ibal
97	FFHNAS MAG-ASAWANG SAPA HIGH SCHOOL	MARIVIC S. VITTO
98	CATMON NATIONAL HIGH SCHOOL-JHS	MARY GRACE B. SOLANO
99	CATMON NATIONAL HIGH SCHOOL-SHS	ANNALYN G. MENDOZA
100	NATIONAL POWER CORPORATION HIGH SCHOOL	Gina Q. Lazaro
101	PARADA NATIONAL HIGH SCHOOL-JHS	FLOR ANNE B. CACANANDO
102	PARADA NATIONAL HIGH SCHOOL-SHS	MARIA CARMELLE G. MONTON
103	LAURA DE LEON HALILI HS-JHS	CATRINA ANN C. PEREZ
104	LAURA DE LEON HALILI HS-SHS	VENETTE P. SANTOS



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Enclosure No. 3 of Division Memorandum No. ____ s, 2026

RMS DIGITALIZATION CORE TEAM

RECORDS UNIT	
1. LORENA P. BODOSO	Unit Head
2. KIRSTY HANNA CAPARAS	Admin Staff
3. MAYBELYN BALITE	Admin Staff
4. ALFREDO LOPEZ	Admin Staff
5. ANGELICA DE GUIA	Admin Staff
6. ANA PATRICIA CRUZ	Admin Staff
7. MAX CHRISTIAN	Admin Staff
HUMAN RESOURCE UNIT	
1. LORADEL B. PASCO	Administrative Officer IV, Personnel
2. FRESLY JOHN CORPUZ	Admin Staff
3. Marianne Manarang	Admin Staff
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
4. MHIZZI CAROL A. MALLARI	Admin Staff
5. R-JAY V. LABIOS	Admin Staff
BUDGET	
1. Mary Ann S. Santos	Admin Staff
SUPPLY	
1. Shairo Centeno	Administrative Assistant III
PROCUREMENT	
1. Dan Harvey Castro	Unit Head
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