



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

August 3, 2026

DIVISION MEMORANDUM

No. ~~344~~ s. 2026

**ASSISTANCE OF ADMINISTRATIVE PERSONNEL IN THE PREPARATION OF
RECLASSIFICATION DOCUMENTS FOR SUBMISSION TO THE REGIONAL
OFFICE**

To: Asst. Schools Division Superintendent
Public Schools District Supervisor of Bocaue, Guiguinto, Hagonoy West,
Bulakan, Sta. Maria Central and San Miguel Central
Administrative Officer V
School Principal of Balagtas NAHS, Dr. Pablito MHS, Carlos F. Gonzales
All others Concerned

1. To expedite the processing of all reclassification documents received by this Office, the assistance of school-based Administrative Officers and Administrative Assistants is requested in the preparation and organization of documents for the following application for reclassification:
 - Head Teacher to Master Teacher
 - School Principal II-IV
 - Teacher I (Retirees)
2. In this regard, the school-based Administrative Officers and Administrative Assistants identified below are requested to assist the Personnel Unit from **August 4-6, 2026 at 3rd Floor Conference Hall, SDO Building.**

	NAME	SCHOOL AND DISTRICT
1	Enelyn Carreon	Bulakan
2	Susana Morelos	Bulakan
3	Jenifer Santos	Bocaue
4	Jacklyn Pabatang	Bocaue
5	Kate Eidrienne C. Roque	Bocaue
6	Gimelle Santos	Guiguinto
7	Maricel Mailig	Guiguinto
8	Lyn Ching	Sta. Maria Central
9	Reisse San Andres	Bustos
10	John Rowell Jimenez	Bustos
11	Roniel Bernardo	Plaridel



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12	Vanessa Cabingas	Plaridel
13	Rachel H. Calica	Plaridel
14	Devy Coronel	Pandi North
15	Reginald Magsakay	Pandi North
16	Rachel Taguam	San Rafael East
17	Coleen Joyce C. Casimiro	Calumpit South
18	Fernando Sandil	Pandi South
19	Carmela Contreras	Pandi South
20	Issa Marie Cabarle	Marilao South
21	Argie Rose Baer	Marilao South
22	Cyril Alexandria DA. Manansala	Hagonoy West
23	Genevieve Aguilar	Obando
24	Rowell J. Roxas	Pulilan
25	Jan Anthony Banag	Pulilan
26	Cherry Queen O. Pascual	San Miguel Central
27	Cassandra Amoranto	San Miguel Central
28	Danica Rodriguez	San Rafael West
29	Liezel Wakefield	San Ildefonso North
31	Roxanne D. Guevarra	San Ildefonso North
32	Alvin Cruz	Dr. Pablito MHS
33	Ma. Teresita Dalanon	Carlos F. Gonzales HS
34	Jhon Michael Alivia	San Rafael NTS
35	Jessica Vivar	Calumpit NHS
36	Janelle Rosete	Dampol 2 nd NHS
37	Ellen Suatengco	Balagtas NAHS

3. Their primary duties during the activity shall include but not be limited to, the following:
 - a. Sorting and checking of mandatory documentary requirements submitted by applicants for reclassification;
 - b. Organizing and preparing the folders for submission to the Regional Office; and
 - c. Perform other related tasks as may be assigned by the Personnel Unit in connection with the activity.
4. Concerned personnel are expected to strictly observe their assigned schedules to ensure the uninterrupted delivery of school operations while providing the necessary support to the Personnel Unit.



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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.

For the Schools Division Superintendent:


MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent

HRMO/lbp



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