



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

September 02, 2026

DIVISION MEMORANDUM

No. 402, series 2026

**MEETING OF SELECTED STAFF OF FINANCE, HUMAN RESOURCE, PAYROLL
SECTION AND NON-IUS SCHOOLS**

To: Assistant Schools Division Superintendents
Division Chiefs (SGOD and CID)
Unit Heads
School Heads – Fiscal Autonomous Secondary Schools
Finance Personnel – Implementing Units
SDO Personnel
All Others Concerned

1. To ensure the timely settlement of Personnel Services (PS) obligations, including salaries and wages, bonuses, allowances, and mandatory remittances, and to facilitate accurate cash programming within the current fiscal year, all anticipated Personnel Services fund requirements and related claims through December 2026 shall be properly forecasted and estimated to prevent the carryover of unpaid obligations to the succeeding fiscal year.

2. The meeting shall be held as follows:

Date: September 09, 2026

Time: 10:00 AM – 2:00 PM

Venue: To be announced

3. The participants in this meeting are the following:

No.	Name	Position	Station
1.	Jonnalyn D. Gonzales	Accountant III	Division Office
2.	Alvin V. Suriben	AO V – Budget Officer	Division Office
3.	Loradel B. Pasco	Administrative Officer IV	Division Office
4.	Kristine Joy T. De Jesus	Administrative Officer II	Division Office
5.	Melody G. Regalado	Administrative Assistant III	Division Office
6.	Arlene B. Caparas	Administrative Assistant III	Division Office
7.	Melissa C. Rodriguez	Administrative Assistant III	Division Office
8.	Hana H. Hernandez	Administrative Assistant III	Division Office
9.	Kevin Cabazal	Administrative Assistant III	Division Office



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10.	Pauline H. Calayag	Administrative Assistant III	Division Office
11.	Marilyn Santos	Administrative Assistant III	Division Office
12.	Diane M. Dela Isla	Administrative Aide VI	Division Office
13.	Marizel Claire Estinos	Admin Staff	Division Office
14.	Jenifer Santos	Administrative Officer II	Elementary
15.	Enelyn Aquino	Administrative Officer II	Elementary
16.	Alvin Cruz	Administrative Officer II	Junior HS
17.	Ellen Suatengco	Administrative Officer II	Senior HS

4. The meeting shall discuss the following agenda:

- ✓ Identify the data requirements needed for the computation process.
- ✓ Discuss the scope for salary and benefit computations.
- ✓ Ensure consistency and accuracy of data submitted by all field offices.
- ✓ Assign responsibilities to concerned personnel
- ✓ Discuss the expected outputs and reporting requirements.
- ✓ Confirm the deadline for submission of salary and benefits data.
- ✓ Kindly bring your available data from September to December 2026
- ✓ Other matters.

5. Expenses to be incurred for this meeting shall be charged against the Division MOOE, subject to the availability of funds and existing government accounting and auditing rules and regulations.

6. Attendance of all concerned is hereby enjoined.

7. This Memorandum serves as your Travel Authority

8. Immediate dissemination of and strict compliance with this Memorandum is directed.

Budget Unit
September 02, 2026

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent