



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

October 20, 2026

DIVISION MEMORANDUM

No. 478, s. 2026

ASSISTANCE OF ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS IN THE APPOINTMENT VERIFICATION PRIOR TO SUBMISSION TO THE CIVIL SERVICE COMMISSION FIELD OFFICE OF BULACAN (CSCFO-BULACAN)

- To: Assistant Schools Division Superintendent
Public Schools District Supervisor of Bocaue, Pulilan, Guiguinto, Marilao South, Sta. Maria Central, San Ildefonso North, and Hagonoy East
School Principal of Balagtas NAHS, Cambaog NHS, Ramona S. Trillana HS, and Fortunato F. Halili NAS
Administrative Officer V
All Others Concerned
1. To verify the completeness and accuracy of appointment papers and supporting documents prior to the submission to the CSCFO-Bulacan, the assistance of school-based Administrative Officers and Administrative Assistants is requested in the verification and validation of documents for appointment received by this office.
 2. In this regard, the school-based Administrative Officers and Administrative Assistants identified below are requested to assist the Personnel Unit on **October 21-23, 2026, at 3rd Floor Conference Hall, SDO Building.**

NO.	NAME	SCHOOL/ DISTRICT
1	Mary Joyce Pineda-Aldaba	Pulilan District
2	Lyn Ching Pascual	Sta. Maria Central District
3	Alvin Cruz	Cambaog NHS
4	Cyril Alexandrei Manansala	Ramona S. Trillana HS
5	Lichelyn De Jesus	San Ildefonso North District
6	Issa Marie Cabarle	Marilao South District
7	Ellen Suatengco	Balagtas NAHS
8	Irene Delos Santos	FFHNAS
9	Jennifer Santos	Bocaue District
10	Gimelle Santos	Guiguinto District
11	Coleen Joyce Casimiro	Hagonoy East District

3. Their primary duties during the activity shall include, but not limited to, the following:
 - a. To verify the completeness and accuracy of appointment papers and supporting documents prior to their submission to the CSC field Office of Bulacan;
 - b. To ensure that appointments comply with the applicable Civil Service Commission laws, rules, regulations, policies, and qualification standards;
 - c. To identify and correct deficiencies, inconsistencies, and errors in appointment documents before submission to the CSCFO-Bulacan; and



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- d. To minimize the number of appointments returned by the CSCFO-Bulacan due to incomplete documents, errors, or non-compliance.
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.
5. This memorandum serves as the official travel order of the personnel concerned. School Heads and Public Schools 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.


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