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

November 10, 2026

DIVISION MEMORANDUM
No. 515, s. 2026

ASSISTANCE OF ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS IN THE APPOINTMENT VALIDATION, FORM 6 PROCESSING, AND PREPARATION OF ECP NOSCA ADVISE FOR THE QUALITY AND TIMELY DELIVERY OF HUMAN RESOURCE (HR) SERVICES

To: Assistant Schools Division Superintendent
Public Schools District Supervisor
School Heads of Sta. Lucia NHS, AFGBMTS, Balagtas NAHS, Calawitan NHS, San Miguel NHS, Cambaog NHS, FFHNAS, and FFHNAS Cay Pombo - Annex
Administrative Officer V
All Others Concerned

1. To ensure the accurate, systematic, and timely processing of appointment documents, Form 6 requirements, and ECP NOSCA Advise in compliance with Civil Service Commission (CSC) policies and guidelines, and to minimize processing delays, improve the efficiency of personnel-related transactions, and strengthen the delivery of quality, efficient, and responsive Human Resource services, the assistance of school-based Administrative Officers and Administrative Assistants is hereby requested in the preparation, processing, and validation of documents 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 ***November 11-13 and 16, 2026, at 3rd Floor Conference Hall, SDO Building***.

NO.	NAME	SCHOOL/ DISTRICT
	APPOINTMENT VALIDATION	
1	Susan Morelos	Bulakan District
2	Enelyn Aquino	Bulakan District
3	Jomari G. Olanio	Calumpit North District
4	Eunice Reyes	Calumpit North District
5	Eloise Damile D. Centeno	Calumpit South District
6	Michelle Santos	Calumpit South District
7	Beverly F. Aquino	Hagonoy East District
8	Ramon S. Cristobal	Hagonoy East District
9	Ma. Leonora O. Paje	Hagonoy West District
10	Eleonor B. Santiago	Hagonoy West District
11	Jaily Jessica G. Cerdeña	Paombong District
12	Lhalaine De Guzman	Paombong District
13	Merica Riza Z. Ignacio	Pulilan District
14	Camille A. Herrera	Pulilan District
15	John Rowell D. Jimenez	Bustos District
16	Maricel M. Perez	Bustos District
17	Roniel L. Bernardo	Plaridel District

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18	Vanessa C. Manalad	Plaridel District
19	Allen Valencia	DRT District
20	Aira Patricia Magalona	DRT District
21	Lichelyn P. De Jesus	San Ildefonso North District
22	Zarah Faye Canada	San Ildefonso North District
23	Marilyn F. Leuterio	San Ildefonso South District
24	Liezl G. Marcos	San Ildefonso South District
25	Cassandra S. Amoranto	San Miguel Central District
26	Mary Janelle D. Villapane	San Miguel Central District
27	Shaira Mae Ariz	San Miguel North District
28	Alexa L. Argame	San Miguel North District
29	Jennifer Culianan	San Miguel South District
30	Analyn Mapili	San Miguel South District
31	Glorylyn V. Castro	San Rafael East District
32	Marisse V. Presilda	San Rafael East District
33	Danica Rodriguez	San Rafael West District
34	Marianne S. Ramos	San Rafael West District
35	Sheryll T. Briones	Marilao North District
36	John Raymond D. Polinga	Marilao North District
37	Issa Marie T. Cabarle	Marilao South District
38	Argie Rose E. Baer	Marilao South District
39	Genevieve A. Aguilar	Obando District
40	Rona Gelene L. Mendiola	Obando District
41	Jillien Marielle P. Santiago	Balagtas District
42	Rowena C. Berces	Balagtas District
43	Jennifer Santos	Bocaue District
44	Kate Edrienne Roque	Bocaue District
45	Florabel Narciso	Guiguinto District
46	Maricel Mailig	Guiguinto District
47	Devy Coronel	Pandi North District
48	Alexa Rhoye Gonzales	Pandi North District
49	Carmela Contreras	Pandi South District
50	Ellana Grace De Lara	Pandi South District
51	Olivia Santos	Angat District
52	Armie Rica Esguerra	Angat District
53	Beverluz Dizon	Norzagaray East District
54	Mariel P. Sarmiento	Norzagaray East District
55	Kenny Gener	Norzagaray West District
56	Leilanie C. Bernabe	Norzagaray West District
57	Erianne Matawaran	Sta. Maria Central District
58	Norman Santos	Sta. Maria Central District
59	Michelle H. Lim	Sta. Maria East District
60	Ann Rodriguez	Sta. Maria East District
61	Mario A. Eugenio, Jr.	Sta. Maria West District
62	Ma. Ellaine A. Furton	Sta. Maria West District
63	Charmine Sarmiento	Sta. Lucia NHS
64	Rizza A. Pedroche	AFGBMTS
65	Ellen Suatengco	Balagtas NAHS
66	Ma. Teresita Dalanon	Calawitan NHS

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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67	Rhen Santos	San Miguel NHS
68	Alvin Cruz	Cambaog NHS
69	Louie Syron Ibal	FFHNAS Cay Pombo – Annex
70	Jennie Padero	FFHNAS
FORM 6 PROCESSING		
71	Maricris Alfaro	San Francisco Xavier HS
72	Jhobelle Ann Valencia	Guiguinto District
73	Reginald Magsakay	Pandi North District
74	Janelle Rosete	Dampol 2nd NHS
75	Cyril Manansala	Ramona S. Trillana HS
76	Almie Jane Miguel	San Rafael NTS
77	Leilani C. Pascua	Banga HS
78	Honey Jane Hufana	Virginia Ramirez-Cruz HS
NOSCA ADVISE PREPARATION		
79	Gimelle Santos	Guiguinto District
80	Jacklyn Pabatang	Bocaue District

3. Their primary duties during the activity shall include, but not limited to, the following:
   a. To review and validate appointment documents to ensure their completeness, accuracy, and compliance with existing Civil Service Commission (CSC) policies and guidelines;
   b. To assist in checking, organizing, ang processing Form 6 requirements to ensure accurate and timely completion; and
   c. To assist in the preparation, checking and verification of necessary information to ensure the accuracy and prompt completion of ECP NOSCA Advise.

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

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