



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

October 19, 2026

Division Memorandum
No. 866 s. 2026

**4th QUARTER CONVERGENCE OF SECURITY PERSONNEL IN THE
SCHOOLS DIVISION OF BAYBAY CITY CUM DISASTER MITIGATION AND
INCIDENT MANAGEMENT**

TO: Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Security Personnel and School Watchmen
All Division Personnel

1. The inception of CY 2026 poses significant challenges with the incidence of various school-related violence and the prevalence of learner-related concerns. Keeping abreast with the current issues and concerns affecting the division and the schools in its jurisdiction, are but important in order to be more responsive to the needs of time. Relative thereto, this Office in coordination with the Office of the City Prosecutor will conduct colloquy with all the school security personnel and watchmen on November 3, 2026 at 8:30AM at the Baybay City Division Educational Center (BCDEC), 30 Diciembre St., Baybay City, Leyte.
2. This activity aims to:
 - a. Provide technical assistance to the security personnel in the Schools Division of Baybay City on school security protocols, child protection, and its legal basis.
 - b. Review the security protocols in the schools and in the Offices.
 - c. Receive feedback mitigation from the field in order to minimize learner-related concerns and prevent school-related incidents in the schools.
 - d. Review and revisit the current controls relative to security procedures.
3. Participants in this activity is attached in Annex "A" for reference.
4. This memorandum shall serve as the OFFICIAL TRAVEL AUTHORITY for the participants.



gmk

5. Travel and incidental expenses relative in the attendance of this activity shall be charged against Division DRRM and/or school MOOE/local funds subject to the availability of funds and subject further to the accounting and budgeting rules and regulations.
6. For information and guidance.

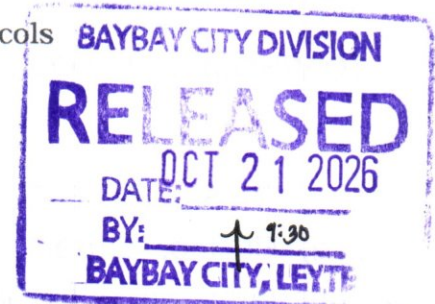

MANUEL P. ALBAÑO, Ph.D., CESO V
Schools Division Superintendent

Enclosure: letter of information

Reference: As Stated

To be indicated in the perpetual index in the ff. subjects:

Child Learner School Security Protocols



Annex A

List of Security personnel Watchman/ Security Guard

	CITY	Barangay	Last Name	First Name	Middle Name (please Spell out)	Extension Name (Jr., II, III)	Sex (Male or Female)	Civil Status (Single, Married, Common Widow/ Widower)	Occupation	Sector (Optional)
1	BAYBAY	Brgy. Kabalasan	Fabular	Eugenia	Subayno	N/A	Female	Married	School Guard	
2	BAYBAY	Guadalupe	Gucela	Valentina	Noronio	N/A	Female	MARRIED	Utility/school Guard	N/A
3	BAYBAY	Higuloan	Carnesir	Nelson	Morales		Male	Married	School Watchman	
4	BAYBAY	Brgy Monteverde	Mejoras	Melchor	Lapoha	N/A	Male	Married	School Watchman	
5	BAYBAY	Poblacion Zone 20	Montalban	Marcelito	Majestrado		Male	Single	School Guard	
6	BAYBAY	Matam-Is	Subrio	Rosalino	Beniga	N/A	Male	Married	Watchman	
7	BAYBAY	Punta	Agapay	Necole Ivander	Ispanso		Male	SINGLE	School Watchman	
8\	BAYBAY	Montenco	Catibo	Marina	Nodalo	N/A	Female	Married	School Guard	
9	BAYBAY	Kilim	Sedurifa	Elyser	Ipil		Male	SINGLE	Watchman	
10	BAYBAY	Banahao	Pinote	Loreto	Tabudlong	JR.	Male	SINGLE	Watchman	
11	BAYBAY	Sabang Es	Franco	Rene	Bacanto		Male	Married	Security Guard	
12	BAYBAY	Sabang Es	Albarico	Marcelo	Urbona		Male	SINGLE	Watchman	SENIOR CITIZEN
13	BAYBAY	Poblacion Zone 12	Israel	Epifanio	Relanado		Male	Married	Watchman	
14	BAYBAY	Poblacion Zone 12	Udtohan	Ricardo	Garcia		Male	SINGLE	Watchman	
15	BAYBAY	Sán Isidro	Vega	Leonardo	Ostia	JR	Male	Married	Sdo Security Guard	
16	BAYBAY	Higuloan	Montajes	Jusua	Piamonte		Male	Married	Sdo Security Guard	
17	BAYBAY	Poblacion Zone 12	Oraño	Geronimo	Coringao		Male	Married	Watchman	Senior Citizen
18	BAYBAY	Poblacion Zone 12	Torejas	Nemrod	Calipayan		Male	Married	Watchman	
19	BAYBAY	Poblacion Zone 12	Baltazar	Glomhar			Male	Married	Security Guard	
20	BAYBAY	Poblacon Zone 12	Asares	Joniel			Male	Married	Security Guard	
21	BAYBAY	Gabas	Padilla	Mark Kristian	Ventura		Male	Married	Sdo Security Guard	
22	BAYBAY	Brgy. Gacat	Pena	Nelson	Igcasama	N/A	Male	SINGLE	Watchman	
23	BAYBAY	Poblacion Zone 15	Deblois	Vengie	Braga		Female	Married	Watchman	
24	BAYBAY	Brgy. Candadam	Villamor	Jose	Vega		Male	Married	Watchman	
25	BAYBAY	Kagumay	Bucotot	Rogelie	Tenes		Female	Married	Watchwoman	

26	BAYBAY	Monteverde	Pita	Charlie	Vitalla		Male	SINGLE	Sdo Security	
27	BAYBAY	Candadam	Abreu	Nestor	Mazo	N/A	Male	Married	School Watchman	Senlor Citizen
28	BAYBAY	Ciabu	Cuadra	Tilo	Batitay	N/A	Male	Married	Night Shift /atchman	
29	BAYBAY	Ciabu	Casador	Cristy	Gulayan	N/A	Female	Married	Day Shift/Watchman	
30	BAYBAY	Buenavista	Granada	Anecita	Lumanta		Female	Married	Moming Watchman	
31	BAYBAY	Buenavista	Granada	Paolo	Pernitez		Male	Married	Evening Watchman	
32	BAYBAY	San Agustin Es	Oquias	Allan	Miras		Male	SINGLE	Watchman	
33	BAYBAY	Kan Ipa	Eholen	Albert	Laguardia		Male	Married	Sdo Security Guard	
34	BAYBAY	Pomponan Es	Tripoli	Benjie	Mayor		Male	Married	Evening Watchmen	
35	BAYBAY	Pomponan Es	Munez	Maria Lea	Corcino		Female	WIDOW	Morning Watchmen	
36	BAYBAY	Bitanhuan Es	Tigbawan	Albert	Pauyon		Male	Married	Moming Watchmen	
37	BAYBAY	Bitanhuan Es	Agotaya	Renante	Velenzona		Male	MARRIED	Evening Watchmen	
38	BAYBAY	Makinhas	Dela Cruz	Noie	Lupo	N/A	Male	MARRIED	Watchman	
39	BAYBAY	Caridad	Avila	Pedro	Loreto	JR	Male	SINGLE	Watchman	
40	BAYBAY	Caridad	Cuabo	Norman	Bardos		Male	SINGLE	Watchman	
41	BAYBAY	Iilapnitan	Basmayor	Jeffrey	Alkuino		Male	MARRIED	Watchman	
42	BAYBAY	Mapgap	Dupal	Nesloyd	Ferras	N/A	Male	SINGLE	Watchman	
43	BAYBAY	Mailhi NHS	Ibañez	Samuel	Sta.Iglesla		Male	SINGLE	Watchman	
44	BAYBAY	Makinhas Nhs	Dela Peña	Renante	Gimenez		Male	MARRIED	Watchman	
45	BAYBAY	Kambonggan Es	Dedal	Angelita	A.		Female	MARRIED	Moming School Guard	
46	BAYBAY	Kambonggan Es	Sia	Norberto	Oscar		Male	MARRIED	Evening Watchmen	
47	BAYBAY	Amguhan	Laguardia	Emma	Maarat	N/A	Female	MARRIED	Watchman	N/A
48	BAYBAY	Mapgap	Mondal	Mercedita	Tudas	N/A	Female	MARRIED	Utility/Guard Moming	
49	BAYBAY	Maslug	Lordan	Marlo	Lumakin	N/A	Male	MARRIED	Wacthman	N/A
50	BAYBAY	Bennhs	Geromo	Gerbee	Capangpangan	N/A	Male	SINGLE	Utility/Watchman	
51	BAYBAY	Bennhs	Mariño	Ruben James	Guirapat	N/A	Male	SINGLE	Utility/Watchman	
52	BAYBAY	Baybay Nhs	Ignas	Raymundo	Bravo	JR.	Male	MARRIED	School Guard	N/A
53	BAYBAY	Maybog Es	Centes	Rosito	Balagao	N/A	Male	MARRIED	Watchman	N/A
54	BAYBAY	Villa Es	Toraja	Meldrid	Asis	N/A	Female	MARRIED	Watchman	N/A
55	BAYBAY	Sta.Cruz ES	Pertimos	Jay Ann	Mascariñas	N/A	Female	MARRIED	Watchman	N/A

Q

56	BAYBAY	Gabas	Sanchez	Nilo	Pabroquez	N/A	Male	SINGLE	Watchman	
57	BAYBAY	Gabas	Sanchez	Basilio	Latras	N/A	Male	MARRIED	Walchman	N/A
58	BAYBAY	Caridad Es	Agustin	Richard	Balmes	N/A	Male	MARRIED	School Guard	N/A
59	BAYBAY	Caridad Es	Cretecio	Alan	Sumayo	N/A	Male	MARRIED	School Guard	N/A
60	BAYBAY	San Isidro	Toyo	Janella Meriam	Abendano	N/A	Female	WIDOW	Security Guard/Utility	
61	BAYBAY	Plaridel NHS	Mantua	Matthew Christian		N/A	Male	SINGLE	Watchman	N/A
62	BAYBAY	Plaridel NHS	Sumilhigh	Nolly	Napari	N/A	Male	SINGLE	Watchman	N/A 中
63	BAYBAY	Kansungka	Flandez	Romeo	Calsada	N/A	Male	MARRIED	Watchman	N/A
64	BAYBAY	Kan-Ipa	Cerna	Vicente		N/A	Male	MARRIED	Utility/Watchman	N/A
65	BAYBAY	Plaridel CS	Apipi	Berlito	Masbad	N/A	Male	MARRIED	Watchman-Night	
66	BAYBAY	Biasong ES	Prieto	Ruel	Sta. Iglesia		Male	Married	Watchman-Night	
67	BAYBAY	Plaridel CS	Gador	Randy	Ulan	N/A	Male	SINGLE	Watchman-Day	
68	BAYBAY	Cabato-An ES	Equipelag	Heidi	Dancel		Female	SINGLE	Watchman	
69	BAYBAY	Jaena	Albarico	Ruel	Hosain		Male	MARRIED	Watchman	
70	BAYBAY	Jaena	Decena	Randy	Merano		Male	MARRIED	Watchman-Day	
71	BAYBAY	Pomponan	Cababag	Juanito	Lubay	JR.	Male	MARRIED	Watchman-Night	
72	BAYBAY	Hipusngo Es	Sanchez	Elson	Lao	N/A	Male	MARRIED	Walchman-Day	N/A
73	BAYBAY	Altavista	Detollo	Juliet	Godines	N/A	Female	COMMON LAW	School Guard	
74	BAYBAY	Bunga Nhs	Rosales	Ricardo	Sacay	N/A	Male	MARRIED	Watchman	N/A
75	BAYBAY	Bunga Nhs	Varron	Freddie	Pabon	N/A	Male	MARRIED	Watchman	N/A
76	BAYBAY	Baybay Nhs	Merano	Marcelino	Bongato	JR.	Male	MARRIED	School Guard	N/A
77	BAYBAY	Baybay Nhs	Valenzona	Marciano	Etaoc		Male	SEPARATED	School Guard	N/A
78	BAYBAY	Ciabu	Caidlang	Albert	Mangayaay	N/A	Male	MARRIED	Watchman	N/A
79	BAYBAY	Ciabu	Calvo	Joseph	Matugas	N/A	Male	SINGLE	Wetchman	N/A
80	BAYBAY	Villa Mag-Aso	Orioque	Mary John	Senones	N/A	Female	SINGLE	School Guard	
81	BAYBAY	Bitanahuan	Alabat	Emeterio	Germo	N/A	Male	Married	Watchman	N/A
82	BAYBAY	Maslug	Lingatong	Eric	Muñez	N/A	Male	Married	Watchman	N/A
83	BAYBAY	Punta Es	Gomez	Glenda	Sambera	N/A	Female	WIDOW	Utitly/Watchman	N/A
84	BAYBAY	Bunga Es	Modina	Julito	Deerio	N/A	Male	Married	Utility/Watchman	N/A
85	BAYBAY	Baybay Nhs	Cano	Wilfred	Opon	N/A	Male	MARRIED	School Guard	N/A
86	BAYBAY	Baybay Nhs	Poliquit	Elmer	Mazo	N/A	Male	SINGLE	School Guard	N/A

Handwritten signature/initials

87	BAYBAY	Baybay	Poliquit	Armando	Ventula	SR.	Male	MARRIED	School Guard	N/A
88	BAYBAY	Baybay Nhs	Labella	Ruel	Tabudlong	N/A	Male	MARRIED	School Guard	N/A
89	BAYBAY	Maganhan Nhs	Palermo	Roseliano	Dante	JR	Male	MARRIED	Watchman	N/A
90	BAYBAY	Marcos Es	Bagarinao	Magdalena	Urgel	N/A	Female	MARRIED	Watchman	
91	BAYBAY	Hibunawan	Cerna	Danilo	Moncillo	N/A	Male	MARRIED	Watchman	N/A
92	BAYBAY	San Juan	Cajes	Melvin	Andrade	N/A	Male	Married	Wetchman/School Guard	N/A

4