



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. 867 s. 2026

**CONVERGENCE AND CAPACITY BUILDING FOR ADMINISTRATIVE
OFFICERS AND ADMINISTRATIVE ASSISTANTS CUM LEARNERS'
RIGHT PROTECTION ORIENTATION IN THE SCHOOLS DIVISION OF
BAYBAY CITY, LEYTE**

TO: Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Non-Teaching Personnel
All Division Personnel

1. The onset of CY 2026 poses significant challenges in the Department with the advent of the pandemic in the previous years and the various incidents involving learners in the school. Keeping abreast with the current issues and concerns affecting the learners, schools, and the community, the administrative division has played an important role in the schools and office management, that placed them critical roles responsive to the needs of time. Relative thereto, this Division initiates the capacity building for administrative officers and assistants coupled with an orientation on the learners' right protection on November 24 – 25, 2026, at Carlostia Hotel, Ormoc City, Leyte.
2. This activity aims to:
 - a. Provide technical assistance to the personnel in support to operations in the schools relative to records, personnel, cash, accounting, and budget concerns.
 - b. Update the AOs and ADAS relative to the liquidation processes in the schools
 - c. Orient the non-teaching personnel on the fundamental wisdom of Deped Order No. 6, 2026 in line with learners' right protection advocacy.
 - d. Capacitate the non-teaching personnel on the basics of technical writing in preparing memorandum, order, advisory, and minutes of the meeting.
 - e. Discuss other matters affecting the welfare of the AOs and ADAS in the field.



3. Participants in this activity is attached in Annex "A" for reference.
4. This memorandum shall serve as the OFFICIAL TRAVEL AUTHORITY for the said capacity building.
5. A registration fee of P 2800 shall be collected through the Division Cashier; and travel and incidental expenses relative in the attendance of this activity shall be charged against 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

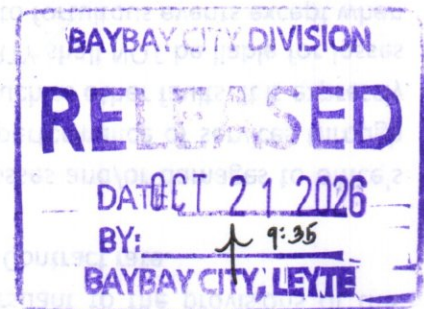
Reference: As Stated

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

Convergence

Administrative

Learners' Right Protection



ADMINISTRATIVE OFFICER II ELEMENTARY

NAME	POSITION	STATION
JAKE STEPHEN T. ALAJAS	ADMINISTRATIVE OFFICER II	ALTAVISTA ES
KIM FRANZ B. CABUGWASON	ADMINISTRATIVE OFFICER II	AMBACAN ES
JOHN ASHLEY M. DUQUEZA	ADMINISTRATIVE OFFICER II	AMGUHAN ES
ELIZABETH DIZON PASA	ADMINISTRATIVE OFFICER II	BANAHAO ES
MARIAN M. CASTRO	ADMINISTRATIVE OFFICER II	BAYBAY I CENTRAL
SUZIE E. ENERLAN	ADMINISTRATIVE OFFICER II	BAYBAY II CENTRAL
NIÑO LEORNA ROA	ADMINISTRATIVE OFFICER II	BALAO ES
REYNA ALEXANDRA A. DUGOS	ADMINISTRATIVE OFFICER II	BIASONG ES
MARICON C. BELMORES	ADMINISTRATIVE OFFICER II	BIDLINAN ES
MILEN P. DACERA	ADMINISTRATIVE OFFICER II	BITANHUAN ES
MARY JANE I. PRADO	ADMINISTRATIVE OFFICER II	BUBON ES
JOHANNA C. TORRENUUEVA	ADMINISTRATIVE OFFICER II	BUNGA ES
ALVIN JOHANNE F. BALTAZAR	ADMINISTRATIVE OFFICER II	BUENAVISTA ES
RICKY DANN MODINA FERNANDEZ	ADMINISTRATIVE OFFICER II	BUTIGAN ES
ASID CARMEL SEVILLANO ASILOM	ADMINISTRATIVE OFFICER II	CABALASAN ES
LORISA JOY S. ANTOFINA	ADMINISTRATIVE OFFICER II	CANDADAM ES
REYSHIL MI GALENZOGA BALAGBIS	ADMINISTRATIVE OFFICER II	CAN- IPA ES
JACOB ROCA LUMBRE	ADMINISTRATIVE OFFICER II	CARIDAD ES
SHARLENE P. ASILOM	ADMINISTRATIVE OFFICER II	GAAS ES
EVANGELINE T. CEPRIANO	ADMINISTRATIVE OFFICER II	GACAT ES
ED REIGH DARGANTES APILAR	ADMINISTRATIVE OFFICER II	GUADALUPE ES
ANN CAMMELL M. CAINTIC	ADMINISTRATIVE OFFICER II	HIBUNAWAN ES
ANICETA F. HINAMPAS	ADMINISTRATIVE OFFICER II	HIGULOAN ES
JUNEIL B. BAGARINAO	ADMINISTRATIVE OFFICER II	HILAPNITAN ES
FELITA B. DUMAGUING	ADMINISTRATIVE OFFICER II	HIPUSNGO ES
ALLEN V. SABALONES	ADMINISTRATIVE OFFICER II	IGANG ES
CHRITIE MAE A. LARIOSA	ADMINISTRATIVE OFFICER II	IMELDA ES
ARTHUR AMPO VARRON	ADMINISTRATIVE OFFICER II	JAENA ES
EDGARDO D. MEJOR	ADMINISTRATIVE OFFICER II	KAGUMAY ES
KRYSTAL ERA SON VILLOCINO	ADMINISTRATIVE OFFICER II	KANSUNGKA ES
JHOANNA MARI L. PENETRADO	ADMINISTRATIVE OFFICER II	KILIM ES
FRANCES LOUISE B. DAJAO	ADMINISTRATIVE OFFICER II	LINTAON ES
CHRISTINE M. POGOY	ADMINISTRATIVE OFFICER II	MAGANHAN ES
LOVELY L. DUMADAG	ADMINISTRATIVE OFFICER II	MAHAYAHAY ES
VANESSA V. CERNA	ADMINISTRATIVE OFFICER II	MAKINHAS ES
MELBA PONCE	ADMINISTRATIVE OFFICER II	MAITUM ES
SHERYL SUYOM BAGARINAO	ADMINISTRATIVE OFFICER II	MARCOS ES
NIÑO ESCUADRA FLORENTINO	ADMINISTRATIVE OFFICER II	MASLUG ES

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JAMAICA G. PESODAS	ADMINISTRATIVE OFFICER II	MATAM IS ES
LINDON M. FERNANDEZ	ADMINISTRATIVE OFFICER II	MAYBOG ES
ROWEL L. BATHAN	ADMINISTRATIVE OFFICER II	MONTEVERDE ES
SARAH LOU D. ORMEGA	ADMINISTRATIVE OFFICER II	PALHI ES
NIÑA GRANADA ALBARICO	ADMINISTRATIVE OFFICER II	POMPONAN ES
RANNIE B. VERIL	ADMINISTRATIVE OFFICER II	PANGASUGAN ES
LENIE C. LANTACA	ADMINISTRATIVE OFFICER II	PATAG ES
JESSICA CAPUNAYAN CORTES	ADMINISTRATIVE OFFICER II	PLARIDEL CS
MIKKO ZILLAH D. ROSELLO	ADMINISTRATIVE OFFICER II	PCPG ES
ANALOU C. DAWAL	ADMINISTRATIVE OFFICER II	PUNTA ES
MARINEL T. URBODA	ADMINISTRATIVE OFFICER II	SABANG ES
JOCELYN M. ROYO	ADMINISTRATIVE OFFICER II	SAN AGUSTIN ES
MENERVA TAMBIS REYES	ADMINISTRATIVE OFFICER II	SAN ISIDRO ES
JAYVEE R. CAMPOMAYOR	ADMINISTRATIVE OFFICER II	SAN JUAN ES
JENNILYN CHIONG SON	ADMINISTRATIVE OFFICER II	STA CRUZ ES
ADMINISTRATIVE OFFICER II SECONDARY		
NAME	POSITION	STATION
JUANITA CAJES CAGOL	ADMINISTRATIVE OFFICER II	BANAHAO NHS
CESAR PALOGOD SUFICIENCIA IV	ADMINISTRATIVE OFFICER II	BAYBAY NHS
FLORUELA MEJIA MESIAS	ADMINISTRATIVE OFFICER II	BAYBAY NHS
LUTHER JAYNE ABATOL ATAS	DISBURSING OFFICER II	BAYBAY NHS
PET LEVI LAO MODINA	ADMINISTRATIVE OFFICER I	BAYBAY NHS
LIZEL M. ARRADAZA	ADMINISTRATIVE OFFICER II	BAYBAY NIGHT HS
EDELITO CABARDO IBO	ADMINISTRATIVE OFFICER II	BAYBAY CITY SENIOR HIGH
JUDAH MARIE M. TOREJAS	ADMINISTRATIVE OFFICER II	BITANHUAN NHS
ROLANDO ANTONIO B. MESIAS	ADMINISTRATIVE OFFICER II	BUNGA NHS
MARIA FATIMA ESTROSAS CHAVEZ	ADMINISTRATIVE OFFICER II	CARIDAD NHS
ROLDAN ESPINA OMALAY	ADMINISTRATIVE OFFICER II	CIABU NHS
RODNEY VILLEJO RAMADA	ADMINISTRATIVE OFFICER II	GABAS IS
JULIUS C. OMILA	ADMINISTRATIVE OFFICER II	KABUNGA AN IS
CHRISTIAN ANTHONY C. CALLEJA	ADMINISTRATIVE OFFICER II	MAGANHAN NHS
GEMMIL MANAGBANAG	ADMINISTRATIVE OFFICER II	MAKINHAS NHS
JUNREY MILLAPEZ	ADMINISTRATIVE OFFICER II	MAILHI NHS
JOHN S. HAMMOND JR.	ADMINISTRATIVE OFFICER II	MAPGAP IS
PRINCESS BELL C. ORAÑO	ADMINISTRATIVE OFFICER II	POMPONAN NHS
ROLAND ESPINA OMALAY	ADMINISTRATIVE OFFICER II	PUNTA NHS

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ADMINISTRATIVE ASSISTANT ELEMENTARY		
NAME	POSITION	STATION
DOMINIC S. PASTORIL	ADAS II	AMPIHANON ES
RUSSEL S. GUION	ADAS II	BALAO ES
VIVIAN JOY R. ABOYME	ADAS III	BAYBAY I CENTRAL
JUNACIL D. DONAYRE	ADAS II	BAYBAY II CENTRAL
RODRIGO C. PERNITES	ADAS III	BIASONG ES
MARTIN A. ITLANAS	ADAS II	BUNGA ES
EDWIN P. CERNIAS	ADAS III	CABATOAN ES
IRA JEN S. YAONA	ADAS II	CARIDAD ES
AARON I. PRADO	ADAS III	CIABU ES
SARA- LEE LOTA GECONG	ADAS III	GACAT ES
SARAHMIE C. OLAER	ADAS II	GUBANG ES
RHEALYN P. PALMA	ADAS II	KAMBONGGAN ES
REYMAR D. DIAZ	ADAS III	MAGANHAN ES
MICA ROSE B. MONTAJES	ADAS III	MARCOS ES
FIONA O. BANDALAN	ADAS II	MAYPATAG ES
CHRISTIAN O. FABROA	ADAS II	MONTERICO ES
MA. EU VERA B. CASTILLANO	ADAS II	POMPONAN ES
LEONILYN T. MOLITO	ADAS II	PLARIDEL CS
MARVIN L. AREVALO	ADAS III / DISTRICT ADAS	PLARIDEL CS
ELVIE B. MILLAPEZ	ADAS II	SAPA ES
MAY LINCHIE C. TORRES	ADAS III	VILLA SOL
EL MARCH REBUYAS	ADAS II	ZACARITO ES
BAYBAY CITY DIVISION		
ADMINISTRATIVE ASSISTANT SECONDARY		
NAME	POSITION	STATION
CONEY N. ARTIAGA	ADAS II	BANAHAO NHS
ARIEL IAN P. MAJESTRADO	ADAS III	BAYBAY NHS
HERME LYNN G. SOPA	ADAS III	BAYBAY NHS
CLAIRE AUDREY O. ALBARICO	ADAS III	BAYBAY NIGHT HS
CHARMAINE IGNACIO ISRAEL	ADAS II	BAYBAY CITY SENIOR HIGH
ARNIE CAÑAS SAYRE	ADAS II	BAYBAY CITY SENIOR HIGH
GEEQUIE A. CASTRO	ADAS III	BAYBAY CITY SENIOR HIGH
CAMILO E. IYANA JR.	ADAS III	BAYBAY CITY SENIOR HIGH
MA.JENNIFER M. TABAT	ADAS II	BITANHUAN NHS
REYNAGINE R. ABAO	ADAS III	BUNGA NHS
JENELYN L. ACOMPAÑADO	ADAS III	CARIDAD NHS
LITO ANTONIO BANDALAN	ADAS II	GABAS IS
FERLITO T. PALUGOD JR.	ADAS III	MAGANHAN NHS
ANICETA C. BOYONAS	ADAS II	MAKINHAS NHS
JEN G. MENDEZ	ADAS II	PLARIDEL NHS

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SCHOOLS DIVISION OF BAYBAY CITY	
OFFICE PERSONNEL & GUEST	
JONATHAN B. ANDRES	Administrative Aide IV
PAOLO DOMINIC LAO	Administrative Assistant III
ADORA FE F. BALTAZAR	Administrative Officer IV
MAY CLAIRE ABUNALES	Administrative Officer II
KRISSELLE JAY MARIE B. PARAISO	Administrative Assistant III
RENE B. ANDUJAR	Information Technology Officer I
JEROME B. OQUIAS	Administrative Assistant III
JOSEPHUS ANTHONY T. DUEÑAS	Administrative Officer V - Admin
JOHN CUPID C. DURANGO	Administrative Aide VI
JULIUS CESAR L. DE LA CERNA	Administrative Officer IV - (HRMO II)
MARIANE IRISH D. AGUDA	Administrative Officer II - (HRMO I)
GIRLIE MARIEL B. SUBA-AN	Administrative Officer II
JOHN PAOLO A. CAINTIC	Administrative Officer II
MAE JANE R. ANDRADE	Administrative Officer II
LOVELY MAE T. STA. AGATA	Administrative Assistant III
MONAVIL ESTRADA	Administrative Assistant II
PAMELA SERNECHE	Administrative Assistant II
BELINDA HAZAIFI BANDE	Administrative Assistant III
ERNESTO FROILAN O. OMOLON	Administrative Officer IV - (Supply Officer)
REYMUND A. VILLACORTE	Administrative Assistant III
RODRIGO C. PERNITES	Administrative Assistant III
ENRICO F. LUFRANGCO	Administrative Officer IV - Records
MARY ROSE V. BAYO	Administrative Officer II
GREGORY S. PASTORIL	Administrative Officer II
RANDY B. RAMIREZ	Administrative Assistant III
AIZA B. BESAVILLA	Administrative Assistant III
LICA A. ANGCOG	Administrative Assistant II
REYMAR D. DIAZ	Administrative Assistant III
IRENE G. FONTANILLA	Administrative Officer II
MA. RIZALINA S. BUGAOISAN	Administrative Officer IV
DIA MARIE I. MARATON	Administrative Officer II
MA. ROSARIO A. MAURO	Administrative Officer V - Budget
JEMIERA M. BASALO	Administrative Officer II
KRISTINE JAY ANN L. BULAWAN	Administrative Assistant III
LIRYC LUIS F. ARRADAZA	Medical Officer III
JIREH JAN A. GULAYAN	Nurse II
RICHARD DAÑO	PDO I (Speaker)
KRIZIA G. GARINGALAO	Assistant Professor IV (Speaker)