



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

November 13, 2023

**DIVISION MEMORANDUM**

No. 434 s., 2023

**CHANGES IN DIVISION MEMORANDUM NO. 433, S. 2023 TITLED:  
"REORIENTATION AND UPDATING OF FORMS ON PROPERTY MANAGEMENT  
OF ADMINISTRATIVE OFFICER II, SCHOOL SUPPLY OFFICERS AND  
SCHOOLS/DISTRICT PROPERTY CUSTODIAN"**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
School Supply Officers  
District and School Property Custodians  
Administrative Officers II  
All Others Concerned

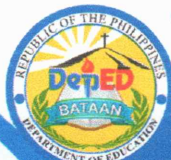
1. This Office informs all concerned regarding the changes in the number of participants to the **Reorientation and Updating of Forms on Property Management of Administrative Officer II, School Supply Officers and Schools/District Property Custodian** on **November 16, 2023 (First Batch)** for **Dinalupihan West and Samal** at Bulwagan ng Bayani at Banal, Training Center, Brgy. Sitio Kabukiran, Calaylayan, Abucay, Bataan, 8:30 AM onwards (see Enclosure).
2. The participants to this reorientation are the Administrative Officers II who perform the duties and responsibilities of Property Custodian in their respective schools (*see Enclosure*).
3. All other provisions of the said Memorandum remain in effect.
4. Immediate dissemination of this Memorandum for reference and guidance is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent *9/17*

Encl: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

Property Management

Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)



"We Mould Heroes"





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**LIST OF PROPERTY CUSTODIAN**  
**DISTRICT OF SAMAL**

No.	School Name	NAME	DESIGNATION
<b>ELEMENTARY</b>			
1	Adamson ES / Samal NHS - Annex	Ma. Cecilia B. Bernabe	Administrative Officer II
2	Calaguiman ES / Asuncion Consunji MES	Mei Aljoraine J. Valerio	Administrative Officer II
3	Gugo ES / Palili IS	Lady Mae M. Esconde	Administrative Officer II
4	Lalawigan ES	Marry Conn M. Gacutan	Administrative Officer II
5	Samal North ES / DISTRICT	Ralph H. Escartin	Administrative Officer II
6	Samal South ES	Zaira Mae M. Villegas	Administrative Officer II
7	Sapa ES	Marielle C. Victoria	Administrative Officer II
<b>JUNIOR HIGH SCHOOL</b>			
8	Samal NHS	Theresa L. Manglicmot	Administrative Assistant II (Clerk IV)/ School Property Custodian
9	F.C. Del Rosario Integrated School	Lorena Q. Du	Administrative Officer II
<b>SENIOR HIGH SCHOOL</b>			
10	Samal SHS	Anita R. Navarro	Administrative Assistant II





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**Enclosure:**

**LIST OF PROPERTY CUSTODIAN**  
**DISTRICT OF DINALUPIHAN WEST**

No.	School Name	NAME	DESIGNATION
<b>ELEMENTARY</b>			
1	Bangal Elementary School	Marichu G. Apilado	Administrative Officer II
2	Colo Elementary School / DISTRICT	Kelvin John B. Ocampo	Administrative Officer II
3	Happy Valley ES / Naparing ES	Danica Jean D. Hernandez	Administrative Officer II
4	Jose C. Payumo Jr. ES	Ciara Kathrina D. Felicitas	Administrative Officer II
5	Kataasan ES / Luakan ES	Mary Glennice Angela C. Limin	Administrative Officer II
6	Magsaysay ES	Donna D. Ocampo	Administrative Officer II
7	Maligaya ES / Saguing ES	Emelinda M. Basi	Administrative Officer II
8	Pag-asa ES	Melvin L. Singian	Administrative Officer II
9	Pinulot ES	Micha Ella M. Macaspac	Administrative Officer II
10	Roosevelt ES	Irish Mae M. Venegas	Administrative Officer II
11	San Benito ES	Melvin L. Singian	Administrative Officer II
12	San Pablo ES / Payangan IS	Joyce S. Tala	Administrative Officer II
13	San Ramon ES	MARY JANE M. SANTOS	ADMINISTRATIVE OFFICER II
<b>JUNIOR HIGH SCHOOL</b>			
14	Jose C. Payumo Jr. Memorial High School	Roma S. Dumandan	Head Teacher III
15	Luakan NHS / SHS	Helen S. Padilla	Administrative Officer II
16	Magsaysay NHS	Jenny Lyn B. Ronquillo	Teacher I
17	Luakan NHS - Annex / SHS	Kristhel R. Macalalad	Teacher I
18	Roosevelt NHS / SHS	Jianne Angeline P. Garcia	Teacher I
19	Tubo Tubo Integrated School	Rannel B. Dela Cruz	Teacher I
<b>SENIOR HIGH SCHOOL</b>			
20	Jose C. Payumo Jr. MHS - SHS	Carl Kessia P. Sibulo	Administrative Officer II
21	Magsaysay NHS-SHS	Charmaine D. Bactan	Teacher-II