



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

MAR 04 2024

DIVISION MEMORANDUM

No. 089, s. 2024

SCHEDULE FOR UPDATING AND RECONCILING OF RECORDS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School District Supervisor
Public Elementary and Secondary School Heads
Administrative Officer V (Administration)
Administrative Officer IV (Personnel)
Administrative Officer II
All Others Concerned

1. To streamline, harmonize and ensure the integrity of essential records, this Office announces the **Schedule for Updating and Reconciling of Records** on **March 11 - April 01, 2024**. Relative to this, all District Administrative Officers and other personnel-in-charge in secondary schools are required to report to this Office, specifically at Personnel Unit, during their respective schedule (*see Enclosure*).
2. The rationale behind conducting this activity and initiating the cleansing of personnel files stems from SDO Bataan's commitment to maintaining accurate and organized records within the organization. Personnel files contain critical information related to each employee's career and contributions to the Division - files that play a crucial role in various HR functions, including performance evaluation, career development, promotions, and compliance with legal and organizational requirements.
3. All personnel involved to this activity are encouraged to bring the following to be used as their basis in updating records:
 - PSIPOP (Personal Services Itemization and Plantilla of Personnel)
 - Service Record
 - Appointment Records



Kabukiran, Calaylayan, Abucay 2114 Bataan

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- Latest Payslip
- Updated Form 212
- Laptop

4. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: As stated.

To be indicated in the Perpetual Index
under the following subject:

ADMINISTRATIVE RECORDS



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Enclosure to Division Memorandum _____, s. 2024

SCHEDULE FOR UPDATING AND RECONCILING OF RECORDS

District	Schedule Date	Personnel in-charge District
1. Abucay District	March 11, 2024	Roel Macalinao
2. Bagac District		Heidee Bernal
3. Dinalupihan East District		Marlon Flores
4. Dinalupihan West District		Irene Ragudos
5. Hermosa District	March 12, 2024	Maria Lourdes Mungcal
6. Limay District		Kimberly Sheen Orosco
7. Mariveles District		Irene Ragudos
8. Morong District		Marlon Flores
9. Orani District	March 13, 2024	Heidee Bernal
10. Orion District		Marlon Flores
11. Pilar District		Kimberly Sheen Orosco
12. Samal District		Roel Macalinao



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Schools	Schedule Date	Personnel in-charge of the District
1. B. Camacho National High School	March 14, 2024	Melai Rose Forbes
2. Bagac National High School (Parang)		Marlon Flores
3. Balsik National High School		Melai Rose Forbes
4. Dr. Victoria Memorial High School		Marlon Flores
5. Bangkal High School		
6. Biaan Aeta Integrated School	March 15, 2024	
7. E. C. Bernabe National High School		Melai Rose Forbes
8. Hermosa National High School		Melai Rose Forbes
9. Hermosa National High School-Annex		Heidee Bernal
10. Kanawan Integrated School		Marlon Flores
11. Kinarangan Integrated School	March 18, 2024	Kim Orosco
12. Justice Emilio Aguinaldo Gancayco Memorial High School	March 19, 2024	Yvette Pajarin
13. J. C. Payumo Memorial High School		Melai Rose Forbes
14. Lamao National High School		Yvette Pajarin
15. Limay National High School		Yvette Pajarin
16. Luakan National High School		Melai Rose Forbes
17. Luakan National High School- Annex	March 20, 2024	Heidee Bernal
18. Mabatang National High School		Roel Macalinao



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19. Mariveles National High School (Batangas II)		Nerissa Viscayno
20. Mariveles National High School (Cabcaban)		Yvette Pajarin
21. Mariveles National High School (Malaya)		Nerissa Viscayno
22. Mariveles National High School (Poblacion)	March 21, 2024	Yvette Pajarin
23. Mariveles National High School (New Alion)		Nerissa Viscayno
24. Mariveles National High School (Sisiman)		Kimberly Sheen Orozco
25. Magsaysay National High School		Melai Rose Forbes
26. Morong National High School	March 22, 2024	Yvette Pajarin
27. Morong National High School (Mabayo Annex)		Roel Macalinao
28. Nagbalayong National High School		Roel Macalinao
29. Orani National High School (Main)		Melai Rose Forbes
30. Orani National High School (Parang-Parang)	March 25, 2024	Roel Macalinao
31. Orani National High School (Pag-Asa)		Roel Macalinao
32. Pagalanggang National High School		Melai Rose Forbes
33. Pablo Roman National High School		Yvette Pajarin
34. Sta Lucia High School	March 26, 2024	Heidee Bernal
35. Samal National High School		Melai Rose Forbes
36. Saysain High School		Marlon Flores
37. St. Francis High School		Heidee Bernal
38. Roosevelt National HS	April 01, 2024	Heidee Bernal
39. Senior High School (1 st District)		Marge Sangalang



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40. Senior High School (2 nd District & 3 rd District)	April 01, 2024	Marge Sangalang
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