



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

JUN 03 2024

**DIVISION MEMORANDUM**

No. 233, s. 2024

**SCHEDULE OF UPDATING OF LEAVE CREDITS**

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 Concern

1. As per **Omnibus Rules Implementing Book V of Executive Order No. 292** (The Administrative Code of 1987), Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI hereof, this Office announces the Updating of Leave of Credits of all employees of Schools Division Office of Bataan.
2. All Administrative Officers of central schools and in charge of Personnel in Secondary Schools are requested to participate in this activity.
3. The main purpose of the activity are the following:
  - a. Have knowledge if the applied application for Leave of Absences is with or without pay
  - b. Know the balance of Leave Credits
  - c. To know what kind of Leave of Absence must be applied
4. Further, attached to this Memorandum is the schedule of Updating of Leave Credits. Venue will be at the Schools Division Office-Personnel Unit, 2<sup>nd</sup> floor Kabukiran, Abucay, Bataan.



Kabukiran, Calaylayan, Abucay 2114 Bataan

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5. For information and strict compliance.

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



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Schedule of Updating of Leave Credits.

District	Schedule Date	Personnel in-charge District
1. Abucay District	June 19, 2024 8:00-5:00	Roel Macalinao
2. Bagac District		Heidee Bernal
3. Dinalupihan East District		Marlon Flores
4. Dinalupihan West District	June 20, 2024 8:00-5:00	Irene Ragudos
5. Hermosa District		Maria Lourdes Mungcal
6. Limay District		Kimberly Sheen Orosco
7. Mariveles District	June 21, 2024 8:00-5:00	Irene Ragudos
8. Morong District		Marlon Flores
9. Orani District	June 21, 2024 8:00-5:00	Heidee Bernal
10. Orion District		Marlon Flores
11. Pilar District	June 21, 2024 8:00-5:00	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		Melai Rose Forbes
2. Bagac National High School (Parang)	June 24, 2024	Marlon Flores
3. Balsik National High School	8:00-5:00	Melai Rose Forbes
4. Dr. Victoria Memorial High School		Marlon Flores
5. Bangkal High School		
6. Biaan Aeta Integrated School		
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		Kim Orosco
12. Justice Emilio Aguinaldo Gancayco Memorial High School/Udyong/BHSA		Yvette Pajarín
13. J. C. Payumo Memorial High School	June 25, 2024 8:00-5:00	Melai Rose Forbes
14. Lamao National High School		Yvette Pajarín
15. Limay National High School		Yvette Pajarín
16. Luakan National High School		Melai Rose Forbes
17. Luakan National High School- Annex		Heidee Bernal



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18. Mabatang National High School		Roel Macalinao
19. Mariveles National High School (Batangas II)	June 25, 2024	Nerissa Viscayno
20. Mariveles National High School (Cabcaben)		Yvette Pajarin
21. Mariveles National High School (Malaya)		Nerissa Viscayno
22. Mariveles National High School (Poblacion)		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	June 26, 2024 8:00-5:00	Melai Rose Forbes
26. Morong National High School		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)		Roel Macalinao
31. Orani National High School (Pag-Asa)		Roel Macalinao
32. Pagalangang National High School		Melai Rose Forbes
33. Pablo Roman National High School		Yvette Pajarin
34. Sta Lucia High School		Heidee Bernal
35. Samal National High School		June 27, 2024 8:00-:500
36. Saysain High School		Marlon Flores
37. St. Francis High School		Heidee Bernal
38. Roosevelt National HS		Heidee Bernal
39. Senior High School (1 <sup>st</sup> District)		Marge Sangalang



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40. Senior High School (2 <sup>nd</sup> District & 3 <sup>rd</sup> District)		Marge Sangalang
41. Mariveles National High School (Baseco)		Kim Orosco
42. Mariveles National High School (Alas-asin)	June 28, 2024 8:00-5:00	Nerissa D. Viscayno
43. Mariveles National High School (Ipag)		Kim Orosco



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