



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

MAR 26 2025

DIVISION LETTER

No. 051 s. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
PSB Administrative Assistants II
All Others Concerned

This Office announces the conduct of a **Face-to-Face Meeting of PSB Administrative Assistants II** on **March 27, 2025, 2:00pm onwards** at **SDO Bataan Bulwagan ng mga Bayani at Banal, Kabukiran, Calaylayan, Abucay, Bataan.**

The agenda of the Meeting are the following:

1. Revisit the Duties and Responsibilities of Administrative Assistants II
2. Other Matters

This letter shall also serve as the Travel Authority of the identified participants (*see Enclosure*).

Please be guided accordingly.

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

SO5/jmn

List of Participants for the Meeting of Administrative Assistant II (PSB)

March 27, 2025

SCHOOLS	NAME	DESIGNATION
Abucay District		
1. Bangkal Resettlement	Margie Carreon	PSB ADAS II
2. Hacienda ES	Shiela Mae Valdez	PSB Clerk
3. Bangkal High School	Sonny Galinato	PSB ADAS II
4. B. Camacho NHS (SHS)	Jonathan G. Baluyot	PSB Clerk
Bagac District		
5. Overland ES	Jedelyn Nojadera	PSB ADAS II
6. Quinawan ES	Argel B. Mendoza	PSB ADAS II
7. Pinagsumilan ES	Anjie Rose D. Evagelista	PSB ADAS II
8. Paysawan ES	Almira B. Habacs	PSB ADAS II
9. Saysain HS	Jean M. Gonzales	PSB ADAS II
Dinalupihan East District		
10. Pentor ES	Joel Cunanan	PSB ADAS II
11. Dalao ES	Lucky Gesmundo	PSB ADAS II
Dinalupihan West District		
12. Kataasan ES	Marie Antonette Teodoro	PSB ADAS II
13. Tubo-tubo IS	Ariel Manalo	PSB ADAS II
14. Happy Valley ES	Christian Paul Dimayuga	PSB ADAS II
15. Pinulot ES	Alyssa Marie B riones	PSB ADAS II
16. Maligaya ES	Mico Sison	PSB ADAS II
17. Pag-Asa ES	Arnie Jane Balagtas	PSB ADAS II
18. Payangan IS	Elisa Aguilando	PSB ADAS II
19. Magsaysay NHS	Joreza Ann Ria F. Jimenez	PSB ADAS II
20. Jose Payumo MHS-JHS	Neil Gianne Tala	PSB ADAS II
Hermosa District		
21. Pulo IS	Arlene S. Bantay	PSB ADAS II
22. Bamban ES	Faith Anuran	PSB ADAS II
23. Saba ES	Lalaine Santos	PSB ADAS II
24. Mabiga ES	Elvira de Lara	PSB ADAS II
25. Mambog ES	Kenneth Paulo Lingad	PSB ADAS II
26. Pandatung ES	Glaiza Dabu	PSB ADAS II
27. Maite IS	Miguel Rivera III	PSB ADAS II
28. Hermosa NHS-Annex	Cristina Elena S. Yumang	PSB ADAS II
Limay District		
29. Carbon ES	Jeanne Belle Navarro	PSB ADAS II
30. Peas ES	Carla Mae Labastida	PSB ADAS II
Mariveles District		
31. Ipag NHS	Jessica J. Caisip	PSB ADAS II
32. MNHS-Alion	Ace Alcovenda	PSB ADAS II
33. MNHS-Alasasin	Pholmar F. Azupardo	PSB ADAS II
34. MNHS-Poblacion	Karille Mae T. Pabro	PSB ADAS II
35. MNHS- Batangas II	Mark Joseph Paras	PSB ADAS II
Morong District		
36. Kanawan IS	Unselma Agtunong	PSB ADAS II
37. Nagbalayong ES	Lizbeth Llenarez	PSB ADAS II
38. MNHS-Mabayo	Marjorie Mangalindan	PSB ADAS II
39. Panibatuhan ES	Jenin Paguio	PSB ADAS II
Orani District		
40. Pag asa ES	Emmanuel Macaraeg	PSB ADAS II
41. ONHS-Main	Regine V. Manahan	PSB ADAS II
Orion District		
42. Udyong HS	Chriss John Valenzuela	PSB ADAS II
43. Camachile ES	Andrea Joy Castillo	PSB ADAS II
Samal District		

44. Palili IS	Abigail Neypes	PSB ADAS II
45. Adamson ES	Jomel Carlos	PSB ADAS II
46. Samal NHS-Annex	Francis Villaruel	PSB ADAS II
47. F. C del Rosario IS	Karl M. Ragudos	PSB ADAS II
Pilar District		
48. Dr. Victoria MHS	Rica Arceo	PSB ADAS II

SDO- Bataan	NAME
1. CAROLINA S. VIOLETA, EdD, CESO V	Schools Division Superintendent
2. ARMANDO C. CAPILI, EdD	Asst. Schools Division Superintendent
3. PILAR C. IGNACIO	Administrative Officer V- Personnel
4. MA. LIZA A. MANUEL	Administrative Officer IV- HRMO
5. ARLENE OLIVERIA	Administrative Aide IV- TWG
6. NERISSA VISCAINO	Administrative Aide I- TWG
7. MARY ANN C. ROXAS	Administrative Aide IV- TWG
8. ANDREA FAYE Q. QUICHO	Administrative Assistant II- TWG
9. Anthony Glenn Gacutan	ICT-TWG
10. JEAN LINTAG	Emcee