



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

SEP 24 2025

**DIVISION LETTER**  
**No. 131, s. 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Private School Principals  
All Others Concerned

This Office informs all concerned that there will be a **meeting of all Private School Principals** on October 10, 2025, 8:00 am onwards at the Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.

**Agenda:**

1. Kumustahan Session
2. Learners Information System (LIS) Issues
3. Digitization of Private School Files
4. Timeline of Private Schools Processes
5. Issues and Concerns Related to Private Schools
6. BAPS/ BAPPREESA Agenda

Participants to this meeting are the School Governance and Operations Division Chief, Education Program Supervisor-SGOD, other SGOD personnel, ICT Staff, and Private School Principals. (See List of Participants)

In the event that the identified participant is unavailable, kindly refer to Division Memorandum No. 141, s. 2025, titled *Implementation of Participant Replacement Form for Seminars, Trainings and Workshops* for proper replacement procedure. (Attached is a copy of the Replacement Form).

Immediate and wide dissemination of this Letter is desired.

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

SO2/mgr  
September 23, 2025



Republic of the Philippines  
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**MEETING OF PRIVATE SCHOOLS**  
**OCTOBER 10, 2025**

**PROGRAMME**

Time	AGENDA	RESOURCE PERSON
8:00 AM-8:30 AM	<b>Registration</b>	
8:30 AM-9:30 AM	<b>Preliminaries</b>  <b>Opening Prayer</b>  <b>Welcome Remarks</b>  <b>Roll Call</b>  <b>Special Message</b>  <b>Inspirational Message</b>	<b>RAMON C. PEREZ</b> SGOD Chief  <b>HERMIE G. DURAN</b> SEPS  <b>JERRY DIMLA CRUZ, DEM, CESO VI</b> Assistant Schools Division Superintendent  <b>CAROLINA S. VIOLETA, EdD, CESO V</b> Schools Division Superintendent
9:30 AM-10:00 AM	<b>LIS Concerns</b>	<b>NICO M. MANGALIMAN</b> Planning Officer III
10:00 AM-10:30 AM	<b>HEALTH BREAK</b>	
10:30 AM-11:00 PM	<b>Digitization of Private Schools Files</b>	<b>MAR-ELEN FE G. RENOSA, EdD</b> EPS, SGOD
11:00 AM-12:00 PM	<b>Timeline of Private Schools Processes</b>	<b>MAR-ELEN FE G. RENOSA, EdD</b> EPS, SGOD
12:00 PM-1:00 PM	<b>LUNCH BREAK</b>	
1:00 PM-2:00 PM	<b>Kumustahan Session</b>	<b>MAR-ELEN FE G. RENOSA, EdD</b> EPS, SGOD
2:00 PM-2:30 PM	<b>Other Matters</b>	
2:30 PM-3:00 PM	<b>HEALTH BREAK</b> Adjournment	
3:00 PM-4:00 PM	<b>BAPS/ BAPPREESA HOUR</b>  <b>Adjournment</b>	<b>BAPS/ BAPPREESA Officers</b>

**MISTY B. DELA CRUZ**  
EMCEE





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**LIST OF PARTICIPANTS**

	NAME	POSITION
	<b>Guests</b>	
1.	Carolina S. Violeta, EdD, CESO V	SDS
2.	Jerry Dimla Cruz, DEM, CESO VI	ASDS
	<b>SDO Bataan Participants</b>	
3.	Ramon C. Perez	Chief Education Supervisor, SGOD
4.	Mar-Elen Fe G. Reñosa, EdD	EPS, SGOD
5.	Hermie G. Duran, EdD	SEPS, SMME
6.	Nico M. Mangaliman	Planning Officer III
7.	Misty B. Dela Cruz	EPS II
8.	Judylyn T. Gatdula	ADA IV
9.	Anthony Glenn Gacutan	ICT Staff

**Private Schools**

NO.	School	Name	Position
<b>ABUCAY</b>			
1.	COLEGIO DE SAN JUAN DE LETRAN, INC.	Erlindo V. Sevilla, Jr.	School Principal
2.	HOFFMAN ACADEMY INC.	Miriam Lagatao	School Administrator/ Principal
3.	JESUS REIGNS CHRISTIAN LEARNING CENTER INC.	Emellie Matito	School Principal
4.	WOODFIELD ACADEMY OF BATAAN INC.	Mary Ann L. Ambrocio	OIC-School Principal
<b>BAGAC</b>			
5.	COLEGIO SANTA CATARINA DE ALEXANDRIA INC.	Aljean Tolentino	School Principal
6.	ONE LA SALLE EDUCATIONAL FOUNDATION, INC.	Edelen Grace C. Del Rosario	School Principal
7.	W.V. MONTESSORI SCHOOL INC.	Dr. Marivic Gloria	School Principal
<b>DINALUPIHAN</b>			
8.	BETHEL ECUMENICAL KIDDIE SCHOOL INC.	Reyna Gladys M. De Guzman	School Principal
9.	COLLEGE OF SUBIC MONTESSORI, INC.	Maryzenn M. Balmes	School Principal
10.	COLLEGE OF SUBIC MONTESSORI- LINCOLN HEIGHTS, INC.	Rona B. Alagon	School Principal
11.	DINALUPIHAN ADVENTIST ELEMENTARY SCHOOL, INC.	Maria Cecilia T. Castulo	School Principal
12.	EASTWOODS SCIENCE AND TECHNOLOGY, INC.	Jennifer G. Bernal	School Principal
13.	HOLY FAMILY CENTER OF STUDIES INC.	Kristine V. Perez	School Principal





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14.	IMMACULATE HEART OF MARY SCHOOL OF DINALUPIHAN	Nenita Agnes M. Reyes	School Principal
15.	LUACAN CHILD DEVELOPMENT CENTER INC.	Carolyn Cabilangan	School Principal
16.	MOTHER MARGHERITA DE BRINCAT CATHOLIC SCHOOL, INC.	Sr. Ireen Mallo	School Principal
17.	ST. JEROME EMILLIANI SCHOOL OF DINALUPIHAN, BATAAN INC.	Estrella S. Dela Rosa	School Administrator
18.	ST. JOHN'S ACADEMY	Dr. Gemma R. Yao	School Principal
19.	UNIVERSITY OF NUEVA CACERES - BATAAN	Dr. Reykor Sacdalan	School Principal
<b>HERMOSA</b>			
20.	BETHANY METHODIST LEARNING CENTER, INC.	Rev. Luis G. Cruz	School Administrator/ Principal
21.	DIVINE MIRACLE CHRISTIAN ACADEMY OF HERMOSA (BATAAN) INC.	Marie Cortez	Head Teacher
22.	JESUS SAVES INTEGRATED SCHOOL FOUNDATION, INC.	Emelita Eleco Perez	School Principal
23.	ST. PETER OF VERONA ACADEMY, INC.	Joselito B. Mariano	School Principal
<b>LIMAY</b>			
24.	CROSSROAD HOUSE OF FAITH CHRISTIAN SCHOOL INC.	Zenaida Miguel	School Principal
25.	DAUGHTERS OF ST. DOMINIC SCHOOL	Sr. Mary Lucy Francis B. Cabaces,OP	School Administrator/ Principal
26.	HIGHER GROUND ECUMENICAL LEARNING SCHOOL, INC.	Mariette Endaya	School Head Teacher
27.	HOUSE OF ACHIEVERS MONTESSORI SCHOOL OF LIMAY INC.	Devora Ocomen	School Principal
28.	LIMAY COMMUNITY SCHOOL, INC.	Rev. Maria Diana P. Morales	School Principal
29.	NORTHRIDGE MONTESSORI SCHOOL OF LIMAY, INC.	Jerica C. Victor	School Principal
30.	THE PENINSULA SCHOOL, INC.	Roselyn L. Imperial	School Principal
31.	WEST PHILIPPINES INSTITUTE OF TOURISM SCIENCE AND TECHNOLOGY, INC	Aurea G. Parbo	School Principal
<b>MARIVELES</b>			
32.	ALAS-ASIN CHRISTIAN KIDDIE SCHOOL, INC.	Editha C. Gloria	School Administrator/ Principal
33.	BATAAN GN CHRISTIAN SCHOOL, INC.	Sweetzel Garcia	School Principal
34.	BEPZ MULTINATIONAL SCHOOL, INC.	Nora G. Vero	School Principal





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35.	BLESSED REGINA PROTMANN CATHOLIC SCHOOL INC.	Alvin David Busa	School Principal
36.	CABCABEN KIDDIE SCHOOL, INC.	Rev. Dr. Rommel Arthur Morales	School Administrator/ Principal
37.	CHRISTIAN COMMUNITY SCHOOL OF MARIVELES INC.	Dss. Diana P. Yumul	School Head Teacher
38.	CHRIST'S SOWERS FOUNDATIONAL LEARNING CENTER, INC.	John Ryan D. Saromo	School Principal
39.	IPAG CHRISTIAN ACADEMY	Norman L. Bayogos	School Principal
40.	LMI INTEGRATED FORMATION AND EDUCATION, INC.	Ruth R. Pineda	School Principal
41.	LOGOS CHRISTIAN ACADEMY	Marie Grace C. Fernandez	School Principal
42.	MOUNTAIN VIEW VILLAGE COMMUNITY SCHOOL, INC.	Wilmina G. Brillantes	School Principal
43.	SNCCC LEARNING CENTER OF MARIVELES, INC.	Elvie Sena	School Principal
44.	SANTA MARIANNA DE JESUS ACADEMY, INC.	Sr. Maria Guadalupe Palacios RM	School Administrator/ Principal
45.	SUNNY HILLSIDE SCHOOL OF BATAAN INC.	Josephine A. Biag	School Principal
46.	ST. NICHOLAS CATHOLIC SCHOOL OF MARIVELES, INC.	Rowel O. Abalos	School Principal
47.	SOFTNET INFORMATION TECHNOLOGY CENTER, INC.	Christine Salve S. Demetillo	School Principal
48.	THE SALVATION ARMY	Joylene N. Diaz	School Administrator/Principal
<b>MORONG</b>			
49.	JOYOUS KIDDIE LEARNING CENTER, INC.	Monalisa M. Bugay	School Principal
50.	MARANATHA CHRISTIAN ACADEMY	Bellema J. Zante	School Principal
51.	OUR LADY OF THE PILLAR PAROCHIAL SCHOOL, INC.	Richard A. Tolentino	School Principal
<b>ORANI</b>			
52.	ACADEMY OF EAST ASIA FOR BUSINESS AND TECHNOLOGY INC.	Joselito Alipio	School Principal
53.	BLC INTEGRATED SCHOOL INC.	Edgar C. Valencia	School Principal
54.	HOLY ROSARY PAROCHIAL INSTITUTE OF ORANI, INC.	Maria Cristina S. Manuel	School Principal
55.	JOSE RIZAL INSTITUTE- Orani	Alicia H. Valencia	School Principal
56.	ORANI UNITED METHODIST ECUMENICAL SCHOOL, INC.	Natividad C. Cruz	School Principal
57.	TALIMUNDOC ADVENTIST ELEMENTARY SCHOOL, INC.	Jemuel S. Mallari	School Principal





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<b>ORION</b>			
58.	ATOM CHILD DEVELOPMENT CENTER, INC.	Jiji De Villa	School Principal
59.	BATAAN GARDEN OF WISDOM, INC.	Lorelie Dela Soledad	School Principal
60.	GETHSEMANE ECUMENICAL SCHOOL, INC.	Dss. Hanilyn E. Cortez	School Principal
61.	JOSE RIZAL INSTITUTE-Orion	Agnes C. Baluyot	School Principal
62.	ST. FRANCIS CATHOLIC SCHOOL OF BATAAN INC.	Sr. Laila E. Ocana FSI	School Administrator/ Principal
63.	ST. MICHAEL KINDER & ELEMENTARY SCHOOL, INC.	Jacqueline S. Baluyot	School Principal
64.	SAINT MICHAEL THE ARCHANGEL ACADEMY, INC.	Maria Cecilia N. Arambulo	School Principal
<b>PILAR</b>			
65.	BATAAN CHRISTIAN COLLEGE, INC.	Armie P. Fabregas	School Academic Head
66.	JOBINAS LEARNING CENTER INC.	Imelda R. Flores	School Principal
67.	NORTHRIDGE MONTESSORI SCHOOL, INC.	Milagros M. Monta	School Principal
<b>SAMAL</b>			
68.	NEW CHRISTIAN CHURCH SCHOOL (FOUNDATION) INC.	Veronica D.Cayabyab	School Principal
69.	SAINT CATHERINE OF SIENA ACADEMY OF SAMAL, INC.	Aldrin S. Dela Cruz	School Principal
70.	SAMAL ECUMENICAL LEARNING CENTER INC.	Lourdes A. Manzano	School Principal
71.	TRINITY UNITED METHODIST SCHOOL OF BATAAN INC.	Dilma C. Enriquez	School Principal
72.	UNIVERSITY OF NUEVA CACERES - BATAAN	Cecilia Sandagan	BAPPREESA Vice-President



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**PARTICIPANT REPLACEMENT FORM**

**TITLE OF SEMINAR/ TRAINING/ MEETING :**

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

**ORIGINAL PARTICIPANT DETAILS**

- **Name:** \_\_\_\_\_
- **Designation/ Position:** \_\_\_\_\_
- **School/ Office:** \_\_\_\_\_
- **Contact Number:** \_\_\_\_\_

**REPLACEMENT PARTICIPANT DETAILS**

- **Name:** \_\_\_\_\_
- **Designation/ Position:** \_\_\_\_\_
- **School/ Office:** \_\_\_\_\_
- **Contact Number:** \_\_\_\_\_

**REASON FOR REPLACEMENT:**

- ☐ Official Business
- ☐ Health Reasons
- ☐ Personal Matters
- ☐ Others (Please specify): \_\_\_\_\_

\_\_\_\_\_





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### CERTIFICATION

I hereby certify that the above-mentioned participant is officially designated as the replacement for the seminar/ training/ meeting.

\_\_\_\_\_  
(Signature over Printed Name by the School Head/ Unit Head)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

### Requested by: Original Participant

\_\_\_\_\_  
(Signature over Printed Name)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

### Recommending Approval: (Proponent of the Seminar/ Training/ Meeting)

\_\_\_\_\_  
Designation: \_\_\_\_\_

Date: \_\_\_\_\_

### Approved by:

**CAROLINA S. VIOLETA, EdD, CESO V**

Schools Division Superintendent

Date: \_\_\_\_\_

**Note:** Kindly submit this form to the secretariat or concerned office **prior to the event** for proper documentation and acknowledgement.