



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

December 10, 2025

DIVISION MEMORANDUM

NO. 555, s. 2025

***SPECIAL MEETING WITH THE COMMISSION ON AUDIT (COA) Auditor
and SELECT ADMINISTRATIVE OFFICERS II (AO II)***

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Heads of Public Elementary, Junior and Senior High Schools, and
All Concerned Administrative Officers II

1. In compliance with the directive of the Commission on Audit (COA) and to ensure proper coordination and verification of records, all Administrative Officers II assigned to the 12 districts of Bataan are **required to attend a Special Meeting** with the COA Auditor on **December 11, 2025, at 10:00 AM** at the **3rd Floor Conference Room, SDO Bataan Building, Kabukiran, Abucay, Bataan**.
2. The primary focus of the COA inquiry will be the **review and verification of leave credits of all Teaching and Non-Teaching personnel at the school level**.
3. Participants are requested to bring all relevant documents and records, especially those related to leave balances, and to arrive at least 15 minutes before the scheduled time.
4. This memorandum **shall serve as the official Travel Authority** for the participants to attend the said meeting. Attendance is **mandatory**.
5. List of Participants are indicated below, to wit:

School Level	Name	Assigned School
Elementary	Marifer Visda	Tomas Pinpin MES
	Mary Ann L. Salaveria	Jose Abejar ES
	Mary Jane Santos	San Ramon ES
	Kelvin John Ocampo	Colo ES
	Donna Salcedo	A. G. Llamas ES
	Dennis P. Guinto	Almacen ES
	Ivy Joy Imperial	Kinarangan IS
Elementary	Mirasol I. Maniquez	Orani North ES
	Arlene Antonio	Paraiso ES
	Myra Isidro	Arellano ES
	Ma. Cecilia Bernabe	Adamson ES
	Maria Teresa Rioperio	Sapang Balas ES
Junior High School	Celina Pena	Hermosa NHS



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School Level	Name	Assigned School
	Jo Andrea Hill Macalinao	Orani NHS-Main
	Rochelle V. Lagaman	Pablo Roman NHS
	Janet Tuyor	MNHS-Poblacion
	Josephine Sarmiento	MNHS-Cabcaben
	Carl Kessie Sibulo	Luakan NHS-Main
	Allyza Bagtas	E. C. Bernabe NHS
	Romienel Malana	Pagalanggang NHS
	Mary Ann Roxas	B. Camacho NHS
	Sphero Castillo	BSF
	Claudette Cabal	Limay NHS
	Lourdes Reyes	Morong NHS
Senior High School	Jessica Dimabuyo	Pablo Roman NHS-SHS
	Ma. Yvette Tria	B. Camacho NHS-SHS
	Rosalia Buensuceso	Samal NHS-SHS
	Herminigilda Macalinao	Hermosa NHS-SHS
	Helen Padilla	Luakan NHS-SHS
	Cheenie Tasic	Orani NHS-Parang2
	Angelina Quezon	BSF-SHS
	Arlene Tamoro	GEVPS
	Maria Vanessa Oconer	Lamao NHS-SHS
	Rhodora Parcon	Limay NHS-SHS
	Elvira Cruz	MNHS-Sition Mabuhay
	Pamela Almodia	J.C. Payumo MHS-SHS

6. For guidance and strict compliance.


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

Encl.: As Stated

References

To Be Indicated in the Perpetual Index
Under the following subjects:

ADMINISTRATIVE OFFICER
AUDITOR
LEAVE
MEETING
December 2, 2025