



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

JAN 30 2026

**DIVISION ADVISORY**  
No. 040, s. 2026

**To:** Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Private Lending Institutions  
All Others Concerned

The Schools Division of Bataan, through the Division Payroll Services Unit, announces the Coordination Meeting with all the Private Lending Institutions (PLIs), Insurance Companies, Mutual Aid Associations, and Cooperatives accredited under the DepEd Automatic Payroll Deduction Scheme (APDS), with outstanding accounts involving teachers and employees of SDO Bataan, on February 03, 2026 at 9:00 a.m., to be conducted virtually via Microsoft Teams. The meeting link will be sent to the designated email addresses of all concerned prior to the scheduled time of the meeting.

This activity is in connection with the downloading of payroll preparation from the Regional Payroll Services Unit to SDO Bataan. The focal persons of the above-mentioned organizations are enjoined to attend the said activity together with the Payroll Services Unit staff.

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



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