



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

DIVISION MEMORANDUM
No. 04K, s. 2026

JAN 28 2026

**MEETING OF ALL PERSONNEL IN CHARGE OF ELECTRONIC FORM 7 (E-FORM 7), DAILY TIME RECORD (DTR), AND OTHER ADMINISTRATIVE CONCERNS
(ELEMENTARY, NON-AUTONOMOUS AND SENIOR HS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Others Concerned

1. This Office informs all concerned regarding the **Meeting of all Personnel In Charge of E-Form 7, Daily Time Record (DTR), and Other Administrative Concerns (Elementary, Non-Autonomous and Senior HS)** on January 29, 2026, 1:00 pm at the Bulwagan ng mga Bayani at Banal.
2. This meeting aims to:
 - a. discuss E-Form 7, including its purpose, required entries, proper accomplishment, and common issues encountered by schools;
 - b. orient the participants on the schedule, procedures, and guidelines for the submission of the Daily Time Record (DTR), as well as to clarify responsibilities and deadlines to ensure timely compliance; and
 - c. address other related matters, concerns, and clarifications that may be raised by the participants in relation to school operations and administrative requirements.
3. All concerned are required to attend the meeting. Strictly no replacement shall be allowed.
4. This Memorandum serves as the travel authority of the participants
5. Attached are the List of Participants and the Training Matrix for the said meeting.
6. Immediate dissemination of this Memorandum is desired.


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

To be Indicated in the Perpetual Index
under the following subjects:
Meeting Administrative Officers

SD12 EDG
01/27/202



Kabukiran, Calaylayan, Abucay 2114 Bataan
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TRAINING MATRIX

MEETING OF ALL PERSONNEL IN CHARGE OF ELECTRONIC FORM 7 (E-FORM 7), DAILY TIME RECORD (DTR), AND OTHER ADMINISTRATIVE CONCERNS (ELEMENTARY, NON-AUTONOMOUS AND SENIOR HS)

January 29, 2026 / Thursday / 1:00 pm / Bulwagan ng mga Bayani at Banal

TIME	ACTIVITY	PERSON INVOLVED
12:30 pm – 1:00 pm	Registration	Personnel from Payroll Unit
1:00 pm – 1:30 pm	Preliminary Activities: Makabayan Song Prayer	AVP AVP
	Opening Remarks	Jerry Dimla Cruz, DEM, CESO VI Assistant Schools Division Superintendent
	Special Message	Carolina S. Violeta, EdD, CESO V Schools Division Superintendent
	Reading of the Agenda of the Meeting	Evangeline D. Gallardo OIC, AO IV-HRMO II
1:30 pm – 2:30 pm	Discussion of E-Form 7, including its purpose, required entries, proper accomplishment, and common issues encountered by schools	Jobelle S. Antonio Administrative Officer II
2:30 pm - 3:30 pm	Orientation on the schedule, procedures, and guidelines for the submission of the Daily Time Record (DTR)	Abraham S. Tria Administrative Assistant III Cecilia B. Quiroz Administrative Assistant III
3:30 pm – 3:45 pm	Health Break	
3:45 pm – 5:00 pm	Automated NOSA 2026 Open Forum	Jumel V. Caraig Administrative Assistant III
Moderator	Ms. Evangeline D. Gallardo	



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LIST OF PARTICIPANTS

MEETING OF ALL PERSONNEL IN CHARGE OF ELECTRONIC FORM 7 (E-FORM 7), DAILY TIME RECORD (DTR), AND OTHER ADMINISTRATIVE CONCERNS (ELEMENTARY, NON-AUTONOMOUS AND SENIOR HS)

January 29, 2026 / Thursday / 1:00 pm / Bulwagan ng mga Bayani at Banal

SDO PERSONNEL		
	POSITION	NAME
1	SDS	CAROLINA S. VIOLETA, EDD, CESO V
2	ASDS	JERRY DIMLA CRUZ, DEM, CESO VI
3	OIC - AO IV	EVANGELINE D. GALLARDO
4	Administrative Assistant III	ABRAHAM S. TRIA
5	Administrative Officer II	JOBELLE S. ANTONIO
6	Administrative Assistant III	CELIA B. QUIROZ
7	Administrative Aide I	NERISSA VISCAYNO
8	Administrative Aide VI	SYNDER H. CALDERON
9	Administrative Aide I	JOSEPHINE C. PIZARRO
10	Administrative Aide I	MERLISSA O. CRLOS
11	Administrative Assistant III	JUMEL V. CARAIG
12	Administrative Aide VI	MARLON B. FLORES

ELEMENTARY		
	NAME OF DISTRICT	NAME OF IN CHARGE
1	ABUCAY	DOLORES R. VINZON
2	BAGAC	JENEDINE CONSORCIA T. NOJADERA
3	DINALUPIHAN EAST	JWELL EUNICE S. TALA
4	HERMOSA	JENNY ANNE C. SANTOS
5	LIMAY	PATRICIA LOUIS C. GARCERA
6	MARIVELES	MARY GRACE M. OCENAR
7	MORONG	EDITHA D. ARIÑO
8	ORANI	FELIZA I. NAVARRO
9	ORION	JANE BUENSUCESO PAMINTUAN
10	PILAR	JINEL B. CUNANAN/ RAYMOND N. ALBAR
11	SAMAL	MA. LOURDES L. DE CASTRO
12	DINALUPIHAN WEST	MARY JANE M. SANTOS



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NON AUTO & SENIOR HIGH SCHOOL		
	NAME OF SCHOOL	NAME OF INCHARGE
13	BALSIK - SENIOR HIGH SCHOOL	JUDY B. ACUÑA
14	BSF - SENIOR HIGH SCHOOL	ABRAHAM P. DIZON
15	B. CAMACHO - SENIOR HIGH SCHOOL	JULIE S. SANTOS
16	BAGAC - SENIOR HIGH SCHOOL	EMELITA M. REYES
17	DR. VICTORIA - SENIOR HIGH SCHOOL	ALIJAH LOUISE D. DALDE
18	GOV. EFREN PASCUAL SENIOR HIGH SCHOOL	ARLENE M. TAMORO
19	EC BERNABE - SENIOR HIGH SCHOOL	ALLIZA JOYCE M. BAGTAS
20	HERMOSA - SENIOR HIGH SCHOOL	FERMINA D. SAZON
21	JC PAYUMO JR. - SENIOR HIGH SCHOOL	PAMELA MAE C. ALMONDIA
22	JEAG - SENIOR HIGH SCHOOL	KATHLEEN MAE B. MUSNI
23	LAMAO - SENIOR HIGH SCHOOL	JANET B. CRUZ
24	LIMAY - SENIOR HIGH SCHOOL	AARON JOHN D. GUEVARRA
25	LUAKAN - SENIOR HIGH SCHOOL	HELEN S. PADILLA
26	MAGSAYSAY - SENIOR HIGH SCHOOL	OGIE VOY N. LAYUG
27	MARIVELES CAMAYA - SENIOR HIGH SCHOOL	SALLYVER B. PANCHO
28	MARIVELES ALAS ASIN- SENIOR HIGH SCHOOL	ROGELICIA E. SALLAO
29	MARIVELES ALION- SENIOR HIGH SCHOOL	JELINE E. ARTIZUELA
30	MARIVELES MALAYA - SENIOR HIGH SCHOOL	CHARITO S. MIGUEL
31	MARIVELES BATANGAS II - SENIOR HIGH SCHOOL	DIVINA KARLA S. OMANIA
32	MARIVELES SITIO MABUHAY - SENIOR HIGH SCHOOL	JED RAMSEY A. AZORES
33	MORONG - SENIOR HIGH SCHOOL	HARIERAYA RECOSANA
34	Orani NHS Parang-Parang - SENIOR HIGH SCHOOL	LOUIE D. DIZON (SHS)



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35	PAGALANGGANG - SENIOR HIGH SCHOOL	RUBY G. MAGCALAS
36	PABLO ROMAN - SENIOR HIGH SCHOOL	JESSICA G. DIMABUYO
37	SAMAL - SENIOR HIGH SCHOOL	ROSALIA M. BUENSUCESO
38	ST. FRANCIS - SENIOR HIGH SCHOOL	RACQUEL O. CINIO
39	SAYSAIN - SENIOR HIGH SCHOOL	ROSE ANN M. CASTRO
40	BAGAC NHS	EMELITA M. REYES
41	DR. VICTORIA MEM. HS	ALIJAH LOUISE D. DALDE
42	MABATANG NHS	CHERRYLYN V. SILVA
43	NAGBALAYONG NHS	ANGELO D. MAYO
44	SAYSAIN NHS	ROSE ANN M. CASTRO
45	ORANI NHS PARANG-PARANG	TWINKLE C. VIOLA
46	STA. LUCIA HS	MARY JANE M. REYES
47	ORANI NHS - PAGASA	ALLAN KAYE V. LEGASPI
48	MORONG NHS - MABAYO ANNEX	MARIE FE I. HACHERO
49	MARIVELES NHS - MALAYA	CHARITO S. MIGUEL
50	SAMAL NHS - ANNEX	LAMPEL LOUISE M. LLANDA
51	LUAKAN NHS - ANNEX	CAMILE JEAH R. IZON
52	ST. FRANCIS NHS	RACQUEL O. CINIO
53	MARIVELES NHS - CABCABEN ANNEX (ALASASIN)	BEVERLY JOYCE O. SENRA
54	MARIVELES NHS - CABCABEN ANNEX (BATANGAS II)	DIVINA KARLA S. OMANIA
55	MARIVELES NHS - CABCABEN ANNEX (ALION2)	JELINE E. ARTIZUELA
56	HERMOSA NHS - ANNEX	CRISTINA ELENA S. YUMANG
57	BANGKAL HIGH SCHOOL	RANDY SALANDANAN
58	BIAAN INTEGRATED SCHOOL	MARIVIE S. PERALTA
59	KANAWAN INTEGRATED SCHOOL	EDITHA D. ARIÑO
60	LEGUA INTEGRATED SCHOOL	FELIZA I. NAVARRO



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61	ROOSEVELT NHS	MICHELLE R. CANLAS
62	SUMALO INTEGRATED SCHOOL	KEVIN PATRICK REYES LLAGUNO
63	BASECO INTEGRATED SCHOOL	ELIZABETH C. LUPTON
64	TUCOP INTEGRATED SCHOOL	MARIA CRISTINA BUCUD
65	SAMPALOC INTEGRATED SCHOOL	EDITHA D. ARIÑO
66	IPAG NATIONAL HIGH SCHOOL	JAFFERSON LUYO
67	PULO INTEGRATED SCHOOL	FELIZA I. NAVARRO
68	MARIVELES NHS - SISIMAN	AUBREY R. CAYABAN

OTHER FIELD ADMIN OFFICERS INVITED

SN	SCHOOL/DIST	LNAME, FNAME MI
1	ELEM ABUCAY DIST	DUMALAG, RHODA BETH P
2	ELEM ABUCAY DIST	VISDA, MARIFER T
3	ELEM ABUCAY DIST	ALARCON, CATHERINE V
4	ELEM ABUCAY DIST	DE JESUS, MARFIN LOJIE R
5	ELEM ABUCAY DIST	RAMIREZ, SOPHIA ELLIS M
6	ELEM BAGAC DIST	GALICIA, DARLENE GRACE C
7	ELEM BAGAC DIST	GONZALES, LORY JANE G
8	ELEM BAGAC DIST	VELASCO, ANGELIE B
9	ELEM BAGAC DIST	CUNANAN, JIM NOR O
10	ELEM BAGAC DIST	PIZARRO, MARIA CARIZA R
11	ELEM DINALUPIHAN EAST DIST	MARIANO, DONABEL I
12	ELEM DINALUPIHAN EAST DIST	BALATBAT, MARICEL P
13	ELEM DINALUPIHAN EAST DIST	REYES, FETADEL T
14	ELEM DINALUPIHAN EAST DIST	CASTRO, EDLYN P
15	ELEM DINALUPIHAN EAST DIST	DE LEON, RANDY PHILIP R
16	ELEM DINALUPIHAN EAST DIST	ESPIRITU, REA C
17	ELEM DINALUPIHAN EAST DIST	OCAMPO, EDWIN M
18	ELEM DINALUPIHAN EAST DIST	CORTEZ, REYZHELL C
19	ELEM HERMOSA DIST	RIVERA, EUNICE M
20	ELEM HERMOSA DIST	BELLEZA, ARDETH C
21	ELEM HERMOSA DIST	ENCARNACION, LESLIE L
22	ELEM HERMOSA DIST	MENDOZA, FRANCES DALE N
23	ELEM HERMOSA DIST	MARCELINO, MARC GAIL M
24	ELEM HERMOSA DIST	BELTRAN, CONERY R
25	ELEM HERMOSA DIST	GUINTO, PATRICIA ROSELLINNI B
26	ELEM HERMOSA DIST	SUNGLAO, EVELYN M



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27	ELEM HERMOSA DIST	NAVARRO, JEZZA BELLE P
28	ELEM LIMAY DIST	LOPEZ, LIZANDRO E
29	ELEM LIMAY DIST	CRUZ, LEVELYN T
30	ELEM LIMAY DIST	MALLARI, ZEPHYLYN G
31	ELEM LIMAY DIST	SANTIAGO, MARY ANGELI CONCEPC R
32	ELEM LIMAY DIST	BAGTAS, ARCHIE R
33	ELEM LIMAY DIST	TABIJE, FRANCELLA C
34	ELEM LIMAY DIST	CALIMBAS, CLARIZA J
35	ELEM LIMAY DIST	IMPERIAL, IVY JOY R
36	ELEM LIMAY DIST	ARCE, JANICE FRANCIS D
37	ELEM LIMAY DIST	TAULE, MARIA JANINE O
38	ELEM LIMAY DIST	MUÑOZ, RIEZLE C
39	ELEM LIMAY DIST	ADONA, ALEX JHOEY B
40	ELEM LIMAY DIST	QUICHO, ANDREA FAYE Q
41	ELEM MARIVELES DIST	DIZON, CHARMAINE LOISE T
42	ELEM MARIVELES DIST	SALCEDO, DONNA N
43	ELEM MARIVELES DIST	SILVA, ROSELENE M
44	ELEM MARIVELES DIST	CABALLAS, BREXTER C
45	ELEM MARIVELES DIST	BIARE, CLAIRE E
46	ELEM MARIVELES DIST	MENDOZA, FLOR CLYNE B
47	ELEM MARIVELES DIST	MANUEL, LORIELYN A
48	ELEM MARIVELES DIST	MANDOCDOC, OLIVENZA B
49	ELEM MARIVELES DIST	VILLALUZ, JEVERLYN H
50	ELEM MARIVELES DIST	BAUTISTA, SHERLYN N
51	ELEM MARIVELES DIST	REYES, ARJOHN M
52	ELEM MARIVELES DIST	DENOLGO, LIZEL V
53	ELEM MARIVELES DIST	MANAYAN, LENNEINE O
54	ELEM MARIVELES DIST	RUBIC, EZEKIEL T
55	ELEM MARIVELES DIST	SAPLALA, JOBEN CONRAD G
56	ELEM MARIVELES DIST	PARAS, KIMBERLY M
57	ELEM MORONG DIST	GUECO, MA. CRISTINA B
58	ELEM MORONG DIST	LIMONGCO, MA. DEBBIE S
59	ELEM MORONG DIST	GAOR, JEMA CARMELA R
60	ELEM MORONG DIST	SANTOS, FEBBIE YLOISA B
61	ELEM MORONG DIST	MINOR, CLARISSE E
62	ELEM MORONG DIST	MENDOZA, ROVEE V
63	ELEM MORONG DIST	LOYOLA, KRIZA L
64	ELEM ORANI DIST	LORENZO, CHRISTINE J
65	ELEM ORANI DIST	GAVINO, ANGIE MARIE A
66	ELEM ORANI DIST	MANIQUEZ, MIRASOL I
67	ELEM ORANI DIST	ANTONIO, ARLENE A



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68	ELEM ORANI DIST	BAUTISTA, DIANNE-NICOLE S
69	ELEM ORANI DIST	PERRERAS, ESTHER V
70	ELEM ORANI DIST	QUINTO, DENNIS P
71	ELEM ORANI DIST	FORBES, CHRISTIAN R
72	ELEM ORANI DIST	AROBAN, BESSIE G
73	ELEM ORANI DIST	CRUZ, ANGELICA F
74	ELEM ORANI DIST	KAWIT, HAROUN SETH M
75	ELEM ORANI DIST	MOJICA, LESTER JAMES J
76	ELEM ORION DIST	LOPEZ, CELESTINA A
77	ELEM ORION DIST	SAMONTE, CHRISTIAN MICHAEL S
78	ELEM ORION DIST	ISIDRO, MYRA T
79	ELEM ORION DIST	CUNANAN, IVY ETHEL D
80	ELEM ORION DIST	ESPIRITU, ARLYN V
81	ELEM ORION DIST	SIMEON, PAULINE JOY B
82	ELEM ORION DIST	PIZARRO, ANDREW KING J
83	ELEM ORION DIST	MARQUEZ, ALICIA A
84	ELEM ORION DIST	DE LEON, KRISTINE JOY M
85	ELEM ORION DIST	YUMANG, DONNA MABEL V
86	ELEM ORION DIST	AGBO, CYNTHIA L
87	ELEM ORION DIST	MANLA, JURA KATRINA B
88	ELEM PILAR DIST	SALAVERIA, PAULINE T
89	ELEM PILAR DIST	IGNACIO, ARGEL ANGELO D
90	ELEM PILAR DIST	SALAMANCA, MARIA REGINA C
91	ELEM PILAR DIST	ALONZO, SHERYL P
92	ELEM PILAR DIST	REYES, AMORSOLO P
93	ELEM PILAR DIST	SERRAN, MICHELLE T
94	ELEM PILAR DIST	VILLANUEVA, MARY GRACE P
95	ELEM PILAR DIST	QUISAY, ROZAN A
96	ELEM PILAR DIST	RONQUILLO, MA. CONCEPCION C
97	ELEM PILAR DIST	ESTRELLA, GELLI A
98	ELEM PILAR DIST	SABINO, PERSES VEADINI D
99	ELEM SAMAL DIST	BERNABE, MA. CECILIA B
100	ELEM SAMAL DIST	GACUTAN, MARRY CONN M
101	ELEM SAMAL DIST	ESCONDE, LADY MAE M
102	ELEM SAMAL DIST	VILLEGAS, ZAIRA MAE M
103	ELEM SAMAL DIST	PRIANES, MARY ANN O
104	ELEM SAMAL DIST	VICTORIA, MARIELLE C
105	ELEM SAMAL DIST	DU, LORENA Q
106	ELEM SAMAL DIST	CRUZ, MARISSA C
107	ELEM SAMAL DIST	TEODORO, MARIE ANTONETTE R





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108	ELEM DINALUPIHAN WEST DIST	OCAMPO, KELVIN JOHN B
109	ELEM DINALUPIHAN WEST DIST	BASI, EMELINDA M
110	ELEM DINALUPIHAN WEST DIST	MACASPAC, MICHA ELLA M
111	ELEM DINALUPIHAN WEST DIST	OCAMPO, DONNA D
112	ELEM DINALUPIHAN WEST DIST	SINGIAN, MELVIN L
113	ELEM DINALUPIHAN WEST DIST	RELUCANO, ZHARMAINE T
114	ELEM DINALUPIHAN WEST DIST	SAN JOSE, CIARA KATHRINA F
115	ELEM DINALUPIHAN WEST DIST	PANGILINAN, DARRELLE T
116	ELEM DINALUPIHAN WEST DIST	CORTEZ, RHODORA M
117	ELEM DINALUPIHAN WEST DIST	DEL ROSARIO, GELLI ANN L
118	ELEM DINALUPIHAN WEST DIST	VELASQUEZ, JHONA F
119	ELEM ABUCAY DIST	DE GUZMAN, SHYRENE D
120	ELEM DINALUPIHAN EAST DIST	PAGUIO, JERLYN P
121	ELEM ABUCAY DIST	SALAVERIA, MARY ANN L
122	ELEM ORION DIST	MORONG, MA. THERESA A
123	ELEM DINALUPIHAN EAST DIST	CABIGTING, LEILANI L
124	ELEM DINALUPIHAN WEST DIST	TALA, JOYCE S
125	ELEM DINALUPIHAN EAST DIST	RIOPERIO, MARIA TERESA L
126	ELEM ORANI DIST	ACAR, JENEVEI J
127	ELEM SAMAL DIST	NAÑASCA, AVEGAIL B
128	SHS	CRUZ, ELVIRA A
129	SHS	TRIA, MARIA YVETTE F
130	SHS	PARCON, RHODA P
131	SHS	MACALINAO, HERMINIHILDA L
132	SHS	QUEZON, ANGELITA V
133	SHS	SACDALAN, BERNADETTE L
134	SHS	OCONER, MARIA VANESSA B
135	SHS	SIBULO, CARL KESSIA P
136	SHS	TASIC, CHEENE P



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137	SHS	DESTURA, JERRY V
138	PULO IS	MANAHAN, REYLEN C
139	BANGKAL HS	DE JESUS, JESSAMINE VICTORIA M
140	SHS	LACIA, LORENA R