



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

DIVISION MEMORANDUM

No. 197, s. 2026

MAY 06 2026

ENTRANCE CONFERENCE FY 2026

To: Assistant Schools Division Superintendent
Director III - BHSA
Chief Education Supervisors, CID and SGOD
Administrative Officers V (Planning)
Administrative Officers V – Budget, Division and BHSA
Chief Administrative Officers, BHSA
Accountant III, Division and BHSA
Executive Committee Members
Payroll Unit Head
PESPA President
BOPSSA President
Secondary Principals – Fiscally Autonomous School
Senior Bookkeepers – Fiscally Autonomous School
Disbursing Officers – Fiscally Autonomous School
SDO Finance Team
COA Auditors and Personnel
All Others Concerned

1. This Office announces the conduct of the **Entrance Conference FY 2026** on May 7, 2026, from 8:00 a.m. onwards at Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
2. This activity aims to:
 - a. communicate the audit thrust areas, scope, audit approach and methodology to the management;
 - b. guide the management on the significant activities, schedules, and offices involved during the audit;
 - c. obtain the management's comments on audit outputs; and
 - d. facilitate administrative matters, required documents, and other concerns of the management.
3. Attached are the list of participants and the training matrix.
4. This Memorandum shall serve as the Travel Authority of the Participants (see Enclosure).
5. Attendance of all participants is required.



Kabukiran, Calaylayan, Abucay 2114 Bataan

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6. Immediate and wide 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:

AUDIT
FUND
PROCEDURE

POLICY
RULES AND REGULATIONS

/FS1/FS25
May 4, 2026



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ENTRANCE CONFERENCE FY 2026

List of Participants

NO.	NAME	DESIGNATION	STATION
1	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent	SDO Bataan
2	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent	SDO Bataan
3	Roberto R. Pantig	Chief Education Supervisor, CID	SDO Bataan
4	Ramon C. Perez	Chief Education Supervisor, SGOD	SDO Bataan
5	Jeolfa G. Reyes	Public Schools District Supervisor/ OIC- HRMO	SDO Bataan
6	Rhodora C. Ganzon	Administrative Officer V, Budget	SDO Bataan
7	Nico M. Managaliman	Administrative Officer V, Planning	SDO Bataan
8	Myra V. Dilig	Accountant III	SDO Bataan
9	Maria Amieleen DG. Gabaya	Engineer III	SDO Bataan
10	Richard S. Alboro	IT Officer	SDO Bataan
11	Rosalie Joy G. Trinidad	Cashier II	SDO Bataan
12	Ethel Joyce S. Bartolome	Supply Officer	SDO Bataan
13	Lorena L. Inlong	Records Officer	SDO Bataan
14	Hazel G. Dilig-Carandang	Legal Officer	SDO Bataan
15	Jobelle S. Antonio	Administrative Officer II	SDO Bataan
16	Paul John D. Dimla	Administrative Office IV, Procurement	SDO Bataan
17	Raymond Joseph Mendoza	SEPS - HRD	SDO Bataan
18	Jennifer M. Alip	Dentist II	SDO Bataan
19	Misty B. Dela Cruz	EPS II / GAD Focal	SDO Bataan
20	Gerald A. Lingad	PDO II / DRRM Focal	SDO Bataan
21	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
22	Maria Fe P. Martonito	Administrative Assistant III	SDO Bataan
23	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
24	Hannah Grace D. Barata	Administrative Assistant III	SDO Bataan
25	Marvie D. Santos	Administrative Assistant III	SDO Bataan
26	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
27	Mariel C. Cabutaje	Administrative Assistant III	SDO Bataan
28	Maritess A. Sanchez	Administrative Assistant III	SDO Bataan
29	Mary Joy L. Quintero	Administrative Assistant III	SDO Bataan
30	Rose Anne G. Callo	Administrative Assistant III	SDO Bataan
31	Moonyna G. Alipio	Administrative Assistant III	SDO Bataan
32	Kimberly S. Icawat	Administrative Assistant III	SDO Bataan
33	Mylene R. Alcantara	Administrative Assistant III	SDO Bataan
34	Kristine D. Pagdanganan	Administrative Assistant III	SDO Bataan
35	Sheryl Ann Jaime	Administrative Assistant III	SDO Bataan



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NO.	NAME	DESIGNATION	STATION
36	Erwin C. Cabana	Administrative Assistant II	SDO Bataan
37	Christer Daves Salvador	Administrative Assistant I	SDO Bataan
38	Sarah Joy M. Sioson	Administrative Aide IV	SDO Bataan
39	Dina C. Forbes	Administrative Aide IV	SDO Bataan
40	Mhara C. Esteves	Administrative Aide IV	SDO Bataan
41	Jerald I. Sunga	Administrative Aide IV	SDO Bataan
42	Marinel D. Lintag	Administrative Aide IV	SDO Bataan

Implementing Unit / IUs

NO.	NAME	DESIGNATION	STATION
43	Mia Ariana P. Tanciongco, PhD	Director III	Bataan High School for the Arts
44	Karen M. Macalinao	Administrative Officer V, Budget	Bataan High School for the Arts
45	Mark Jenro R. Gaor	Accountant III	Bataan High School for the Arts
46	Bernadeth M. Dela Cruz	CAO - Finance Division	Bataan High School for the Arts
47	Reynaldo B. Visda	School Principal II	B. Camacho NHS
48	Rosalie T. Toledo	Administrative Assistant III	B. Camacho NHS
49	Jonnalyn V. Ortega	Administrative Assistant II	B. Camacho NHS
50	Dave D. Basto	School Principal I	E.C. Bernabe NHS
51	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
52	Nhorleen G. Dimarucot	Administrative Assistant II	E.C. Bernabe NHS
53	Edgardo Jesus S. Basa II	School Principal II	Pagalanggang NHS
54	Glaiza J. Dabu	Administrative Assistant III	Pagalanggang NHS
55	Ruby G. Magcalas	Administrative Assistant II	Pagalanggang NHS
56	Omar G. Magcalas	School Principal IV	JC Payumo Jr. MHS
57	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS
58	Maria Mimosa R. Mesina	Administrative Assistant II	JC Payumo Jr. MHS
59	Ara S. Velasco, EdD	School Principal III	Luakan NHS
60	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
61	Arvie John L. Santos	Administrative Assistant II	Luakan NHS
62	Aida P. Capili, EdD	School Principal IV	Magsaysay NHS
63	Rossana S. Soriano	Administrative Assistant III	Magsaysay NHS
64	Melanie I. Simsuangco	Administrative Assistant II	Magsaysay NHS
65	Arlene M. Matilde	School Principal II	Balsik NHS
66	Angelina A. Amistoso	Administrative Assistant III	Balsik NHS
67	Edwin B. Manalad	Administrative Assistant II	Balsik NHS



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NO.	NAME	DESIGNATION	STATION
68	Arcele F. Servera	School Principal I	Hermosa NHS
69	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
70	Jerome L. Aguilar	Administrative Assistant II	Hermosa NHS
71	John R. Quiroz	School Principal II	Lamao NHS
72	Annabel A. Galicia	Administrative Assistant III	Lamao NHS
73	Roberto C. Delos Reyes	Administrative Assistant II	Lamao NHS
74	Frederick Y. Simbol	School Principal IV	Limay NHS
75	Angie Rose Cayanan	Administrative Assistant III	Limay NHS
76	John Rex B. Dizon	Administrative Assistant II	Limay NHS
77	Ludivina S. Omania	School Principal III	MNHS - Cabcaben
78	Maria Fe M. Rodriguez	Administrative Assistant III	MNHS - Cabcaben
79	Maria Cecilia D. Timpog	Administrative Assistant II	MNHS - Cabcaben
80	Marijoy B. Mendoza, EdD	School Principal III	MNHS - Poblacion
81	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
82	Reynaldo S. Rubia	Administrative Assistant II	MNHS - Poblacion
83	Gemma Teresa P. Cabreros, EdD	School Principal IV / BOPSSA President	Morong NHS
84	Sathia April N. Millares	Administrative Assistant III	Morong NHS
85	Maricel A. Aloquina	Administrative Assistant II	Morong NHS
86	Glyceria C. Mateo, EdD	School Principal II	Orani NHS
87	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
88	Ronnie D. Dela Cruz	Administrative Assistant II	Orani NHS
89	Cesar L. Valenzuela, EdD	School Principal IV	Bataan School of Fisheries
90	Rosario B. De Leon	Administrative Assistant III	Bataan School of Fisheries
91	Melody B. Marquez	Administrative Assistant II	Bataan School of Fisheries
92	Jennifer S. Dominguez, EdD	School Principal II	Justice E. A. Gancayco MHS
93	Robin James P. Atienza	Administrative Assistant III	Justice E. A. Gancayco MHS
94	Maria Linda L. Baylosis	Administrative Assistant II	Justice E. A. Gancayco MHS
95	Myrna E. Castillo, PhD	School Principal IV	P. Roman NHS
96	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
97	Mike Justine N. Manalad	Administrative Assistant II	P. Roman NHS
98	Felisa C. Bravo, EdD	School Principal III	Samal NHS
99	Mary Rose I. Salonga	Administrative Assistant III	Samal NHS
100	Benilda B. De Guzman	Administrative Assistant II	Samal NHS



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Non-Implementing Unit			
NO.	NAME	DESIGNATION	STATION
101	Emily D.R. Mendoza	School Principal IV	Tomas Pinpin MES
102	Arsenio Ongoco Jr.	School Principal I	B. Camacho NHS
103	Diana Rose C. Bautista	Administrative Assistant III	Abucay District
104	Ivan Rae DJ. Rañada	Administrative Assistant II	Abucay District
105	Jessica A. Torres	School Principal III	Bagac ES
106	Sarah G. Labampa	Administrative Assistant III	Bagac District
107	Sean Gabrielle T. Sartiga	Administrative Assistant II	Bagac District
108	Shiela J. Grulla	Administrative Assistant III	Bagac NHS - JHS
109	Patrick James P. Nodado	Administrative Assistant II	Bagac NHS - JHS
110	Jane Robles	School Principal IV / PESPA President	Dinalupihan ES
111	Krissel Ann Guevarra	Administrative Assistant III	Dinalupihan East District
112	Anna Nuguid	Administrative Assistant II	Dinalupihan East District
113	Ma. Fe Teresa T. Peñaflor	School Principal IV	San Ramon ES
114	Jhosa L. Santos	Administrative Assistant III	Dinalupihan West District
115	Genne Shaira M. Ocampo	Administrative Assistant II	Dinalupihan West District
116	Rosario S. Canlas	School Principal IV	Hermosa ES
117	Jasmin A. Felipe	Head Teacher III / OIC – School Principal	Sumalo IS
118	Mary Jane Q. Quinto	Administrative Assistant III	Hermosa District
119	Leny P. Jimenez	Administrative Assistant II	Hermosa District
120	Arlene M. Vallejos	School Principal III	Limay ES
121	Leonor M. Villaluz	Administrative Assistant III	Limay District
122	Airrish Joy F. Cayme	Administrative Assistant II	Limay District
123	Marilyn B. Carandang	Administrative Assistant III	St. Francis NHS
124	Ma. Theresa D. Soriano	Administrative Assistant II	St. Francis NHS
125	Noel T. Lagman	School Principal IV	Antonio G. LLamas ES
126	June C. Servera	School Principal I	Mariveles SHS - Sitio Mabuhay
127	Carlito C. Pontillas	School Principal III	Mariveles NHS - Camaya Campus
128	Kristine Joy M. Magia	Administrative Assistant III	Mariveles District
129	Eulbert Mar D. Ramos	Administrative Assistant II	Mariveles District
130	Fhobiecates J. Sangalang	Administrative Assistant III	Mariveles NHS – Malaya - SHS



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NO.	NAME	DESIGNATION	STATION
131	Rogelica E. Sallao	Administrative Assistant II	Mariveles NHS Annex – Alasasin - JHS
132	Ma. Cecilia L. Paguio	School Principal IV	Morong ES
133	Odissa P. Dasilao	Head Teacher III / OIC – School Principal	Morong NHS Annex Mabayo
134	Melody P. Del Rosario	School Principal III	Morong NHS - SHS
135	Christine D. Tolosa	Administrative Assistant III	Morong District
136	Dyan Mae Tolentino-Dizon	Administrative Assistant II	Morong District
137	Jeffrey V. David	School Principal II	Orani North ES
138	Ariel S. Valencia	Head Teacher III / OIC – School Principal	Gov. Efren B. Pascual, Sr. OICS
139	Lovely Renz M. Garcia	Administrative Assistant III	Orani District
140	Irene B. Angeles	School Principal II	Arellano ES
141	Maribel P. De Roxas	Administrative Assistant III	Orion District
142	Gabriel Angelo G. Prades	Administrative Assistant II	Orion District
143	Joseph Ralph S. Dizon	School Principal I	Pilar ES
144	Gina D. Esquivel	Administrative Assistant III	Pilar District
145	Cherry Vidal	Administrative Assistant II	Pilar District
146	Monnete M. Bartolo	Administrative Assistant II	Dr. Victoria B. Roman MHS - JHS
147	Charito D. Corpus	School Principal II	Samal North ES
148	Bernadette E. Bolivar	Administrative Assistant III	Samal District
149	Adrienne Joy R. Calara	Administrative Assistant II	Samal District

Commission on Audit

NO.	NAME	DESIGNATION
150	Maricel Yap-Sobreviñas	State Auditor IV / Audit Team Leader
151	Louie Arth P. Reyes	State Auditor II / Audit Team Member
152	Edna D. Tolentino	COA Staff
153	Mary Czarina Q. Carreon	COA Staff
154	Joshua Benedict P. De Leon	COA Staff



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ENTRANCE CONFERENCE FY 2026

Training Matrix

Time	Activity	
7:45 a.m. – 8:00 a.m.	<i>Arrival of Participants</i> <i>Registration</i>	Registration Committee
8:00 a.m. – 8:10 a.m.	<i>Opening Program</i> National Anthem Prayer	AVP
8:10 a.m. – 8:20 a.m.	<i>Opening Remarks</i>	CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent
8:20 a.m. – 10:00 a.m.	<i>Discussion of:</i> <ul style="list-style-type: none">➤ <i>Audit Thrust Areas</i>➤ <i>Audit Scope</i>➤ <i>Audit Approach and Methodology</i>➤ <i>Audit Outputs</i>➤ <i>Offices Involved and Linkages</i>➤ <i>Significant Dates and Milestones</i>➤ <i>Administrative Matters</i>➤ <i>Audit Documents</i><i>Other Matters</i>	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
10:00 a.m. – 10:15 a.m.	AM SNACKS	
10:15 a.m. – 11:45 a.m.	<i>Discussion of:</i> <ul style="list-style-type: none">➤ <i>Other Matters</i>	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
11:45 a.m. – 12:00 p.m.	<i>Closing Remarks</i>	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent

Prepared by:

MYRA V. DILIG
Accountant III



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