



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

**DIVISION MEMORANDUM**  
NO. 303, S. 2026

JUN 29 2026

**PERSONNEL INVENTORY OF ADMINISTRATIVE OFFICERS II (AO II) AND  
PROJECT DEVELOPMENT OFFICERS I (PDO I) IN THE SCHOOLS  
DIVISION OFFICE OF BATAAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior and Senior High School Heads  
All Others Concerned

1. To facilitate the updating and consolidation of personnel records, all Administrative Officers II and Project Development Officers I are hereby requested to accomplish the Personnel Inventory Form.
2. All concerned personnel are required to provide accurate and complete information on or before June 30, 2026 (Tuesday), 5:00 pm, through the online form provided through this link: <https://tinyurl.com/SDOBTN-AOII-PDOI>
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

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

References: NA

To be included in the Perpetual Index  
Under the following:  
INVENTORY  
AO II  
PDO I