



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

DIVISION MEMORANDUM
No. 319, s. 2026

JUL 08 2026

COLLECTION OF DATA ON LOCAL SCHOOL BOARD (LSB), PROVINCIAL SCHOOL BOARD (PSB)-FUNDED AND NATIONALLY FUNDED NON-TEACHING PERSONNEL IN PUBLIC SCHOOLS

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

1. To facilitate the consolidation and updating of records on Nationally funded, Local School Board (LSB)-funded and Provincial School Board (PSB)-funded Clerk, Utility and Watchman across the Schools Division of Bataan, all public elementary, integrated, and secondary schools are directed to accomplish the required data through the link provided hereunder on or before July 10, 2026 (Friday).

Link: <https://tinyurl.com/SDOBTN-PSB-LSB>

QR Code:



2. The collected data shall serve as the basis for:
- determining schools with existing shortages or no deployment of non-teaching personnel;
 - identifying priority schools that require additional Clerk, Utility Worker, and Watchman positions;
 - supporting evidence-based planning and equitable allocation of Nationally Funded, LSB- and PSB-funded personnel; and
 - providing accurate information for coordination with the Local Government Units (LGUs), the Provincial School Board, and other concerned stakeholders regarding the deployment and funding of non-teaching personnel.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.


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

Reference enclosed: as stated
To be indicated in the Perpetual Index
under the following subjects:
PSB
LSB
NON-TEACHING