



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 6112, s. 2025

10 SEP 2025

**SKELETON WORKFORCE OF THE SCHOOLS DIVISION OFFICE
ON SEPTEMBER 12, 2025**

To: **Concerned Public School Heads
School Administrative Officer IIs
All Others Concerned**

1. The Schools Division of the City of Batac (SDCB) will conduct its Gender and Development (GAD) Activity on September 11-12, 2025, at Sweet Caroline Resort, Badoc, Ilocos Norte.
2. Part of the said activity is seminar on Understanding Sexual Orientation, Gender Identity and Expression and Sex Characteristics (SOGIESC) Concepts, Issues and Concerns; Gender-Fair Language and Workplace Inclusivity; and DepEd Order No. 32, s. 2017 entitled Gender Responsive Basic Education Policy, and team building activities.
3. The said activities will be participated by all SDO Personnel.
4. Anent the foregoing, Administrative Officer IIs are requested to man the offices/units in the SDO on the September 12, 2025, to minimize disruption of relevant services.
5. The following are the offices in which they will be assigned:

OFFICE/UNIT	AO II TO MAN THE OFFICE/UNIT
OSDS Proper	Matson Jun T. Piniera
OASDS	Dianne M. De Guzman
ITO/Legal	Marinel T. Saguiguit
Admin	Rocelle Grace S. Pitiquen
AMU	Rich Sheena Mae M. Pascua
Cash	Lauraine Kier B. Panluceno
HRMU	Haydee B. Aguibitin; Carmelo F. Bautista
Records	Kristel Jhoy M. Arcega; Jayvie B. Suilen
Budget	Deonabel L. Baptista
Accounting	Agnes A. Bicara
SGOD CES	Jojo H. Bonot
SGOD	Janinah Grace C. Morota
CID CES	Jean Marie M. Vicente
CID	Melpha L. Tabunan
PACD/Guard	Ralph Jayson T. Sonico



SDCB RECORDS UNIT

2513907



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

6. For information and guidance.

Encl.: None

Reference:

To be included in the Perpetual Index
Under the following subject:

GAD

SEMINAR

OSDS HRMU JMP/Skeleton Workforce
0071/September 09, 2025

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent