



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 071, s. 2026

30 JAN 2026

**DEPLOYMENT OF ADMINISTRATIVE OFFICER IIs IN THE
SCHOOLS DIVISION OFFICE**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Concerned Public School Heads
School Administrative Officer IIs
All Others Concerned**

1. As the Schools Division of the City of Batac (SDCB) continues to expand its operational capabilities to meet evolving mission demands, Administrative Officer IIs (AO IIs) have demonstrated potential augmentation in existing workflows while maintaining compliance with applicable policies and standards.
2. AO IIs will operate in a support role in the areas where their Key Result Areas (KRAs) are aligned and will not replace existing decision-making authorities, unless explicitly authorized.
3. AO IIs deployed within the SDO will comply with established governance frameworks, including data protection, auditability, and accountability requirements.
4. The deployment of AO IIs in the SDO is effective from 02 February 2026 until 31 December 2026, or until further notice.
5. Attached is the list of the office deployment, their schedule, for reference.
6. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference:

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

Deployment

OSDS HRMU JMP/Deployment of AOII in SDO
0007/January 27, 2026



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| OFFICE | NAME | SCHEDULE |
|---------------|----------------------------|-----------------|
| Admin/BAC | Maribel A. Tutaan | Tuesday |
| | Janinah Grace C. Morota | Wednesday |
| | Rocelle Grace S. Pitiquen | Thursday |
| Accounting | Renalyn A. Rodrigo | Tuesday |
| | Lauraine Kier B. Panluceno | wednesday |
| | Jojo H. Bonot | |
| | Jodhel L. Penera | Thursday |
| Budget | Claire Jasmin P. Cacatian | Tuesday |
| | Deonabel L. Baptista | Wednesday |
| | Marinel T. Saguiguit | Thursday |
| AMU | Rich Sheena Mae M. Pascua | Tuesday |
| | Matson Jun T. Piniera | |
| | Ralph Jayson T. Sonico | Wednesday |
| | Diane M. De Guzman | |
| | Mark Lester B. Gudoy | Thursday |
| | Jenny Mae P. Gumtang | |
| HRMU | Jayvie B. Suilen | Tuesday |
| | Kristel Jhoy M. Arcega | |
| | Rojanie Joy J. Sacubo | Wednesday |
| | Melpha L. Tabunan | |
| | Haydee B. Aguibitin | Thursday |
| | Carmelo F. Bautista | |
| RMU | Agnes A. Bicera | Tuesday |
| | Jean Marie M. Vicente | Wednesday |
| | Maricel N. Sonico | Thursday |