



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

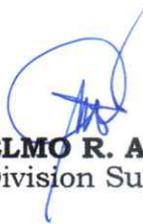
DIVISION MEMORANDUM  
No. **138**, s. 2026

20 FEB 2026

**NOTICE OF MEETING**

To: Division Budget Officer  
Division Accountant  
Division Asset Management Officer  
Division Cashier  
Concerned Administrative Officers  
Concerned Administrative Assistants  
All Others Concerned

1. The Schools Division Office of the City of Batac, through the Finance Services Section, will conduct a meeting to address issues and concerns and to clarify procedures related to the utilization of School Maintenance and Other Operating Expenses (MOOE) on February 25, 2026, at 8:00 AM, at the SDO Conference Hall.
2. The agenda are as follows:
  - a. Downloading of Funds
  - b. Procurement Process and Documents
  - c. Inspection and Acceptance of Deliveries
  - d. Disbursement and Liquidation of Funds
  - e. Other Matters
3. Attached is the list of participants.
4. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Enclosure: List of Participants  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

MEETING  
LIQUIDATION  
SCHOOL MOOE

JPM/ADO/26004 Notice of Meeting-Liquidation of School MOOE



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City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993

| <b>NO.</b> | <b>SCHOOL/OFFICE</b>   | <b>NAME</b>                 | <b>POSITION</b>              |
|------------|--|-----------------------------|------------------------------|
| 18         | Parangopong Elementary School  | Melpha L. Tabunan           | Administrative Officer II    |
| 19         | Quiling Elementary School  | Lauraine Kier B. Panluceno  | Administrative Officer II    |
| 20         | Rayuray Elementary School / City of Batac National High School Rayuray | Marinel T. Saguiguit        | Administrative Officer II    |
| 21         | San Mateo Elementary School  | Rocelle Grace S. Pitiquen   | Administrative Officer II    |
| 22         | Sumader Elementary School  | Jojo H. Bonot               | Administrative Officer II    |
| 23         | Tabug Elementary School  | Jayvie B. Suilen            | Administrative Officer II    |
| 24         | Crispina Marcos Valdez National High School                            | Myla Nikka D. Paino         | Administrative Assistant II  |
| 25         | Ferdinand E. Marcos Senior High School                                 | Charlene Christelle Malubay | Administrative Assistant II  |
| 26         | General Artemio Ricarte Senior High School                             | Donald Q. Vicente           | Administrative Assistant II  |
| 27         | City of Batac National High School Payao / Payao Elementary School     | Rojanie Joy J. Sacubo       | Administrative Officer II    |
| 28         | City of Batac National High School Payao                               | Rovijoy R. Baldonado        | Administrative Assistant II  |
| 29         | Batac National High School   | Maria Cecilia A. Sangalang  | Administrative Assistant II  |
| 30         | Batac National High School   | Evelyn G. Cabuntasan        | Administrative Assistant II  |
| 31         | Batac National High School   | May Dawn M. Cariaga         | Administrative Assistant II  |
| 32         | City of Batac National High School Poblacion                           | Noraliza R. Bombarda        | Administrative Officer I     |
| 33         | City of Batac National High School Poblacion                           | Mike D. Pagdilao            | Administrative Officer I     |
| 34         | City of Batac National High School Poblacion                           | Shieldda Mae T. Blancaflor  | Administrative Assistant III |
| 35         | City of Batac National High School Poblacion                           | Nida Q. Calacal             | Administrative Assistant II  |
| 36         | Schools Division Office  | Jaquelyn P. Mendoza         | Administrative Officer V     |
| 37         | Schools Division Office  | Jennifer C. Bungubung       | Accountant III               |
| 38         | Schools Division Office  | Andrew Joel C. Añinon       | Administrative Assistant III |
| 39         | Schools Division Office  | Angelica D. Obiano          | Administrative Officer IV    |
| 40         | Schools Division Office  | Ma. Veronica A. Cabangisan  | Administrative Officer IV    |



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**LIST OF PARTICIPANTS**

| NO. | SCHOOL/OFFICE  | NAME                      | POSITION                      |
|-----|--|---------------------------|-------------------------------|
| 1   | Baligat Elementary School  | Kristel Jhoy M. Arcega    | Administrative Officer II     |
| 2   | Baoa East Elementary School  | Janinah Grace C. Morota   | Administrative Officer II     |
| 3   | Baoa Elementary School   | Mark Lester B. Gudoy      | Administrative Officer II     |
| 4   | Benigno Macadaeg Memorial Elementary School                                | Deonabel L. Baptista      | Administrative Officer II     |
| 5   | Bil-loca Elementary School   | Jean Marie M. Vicente     | Administrative Officer II     |
| 6   | Bingan Elementary School / Cumcumraas-Manggaddi-Pitpitac Elementary School | Jodhel L. Penera          | Administrative Officer II     |
| 7   | Camandingan Elementary School  | Maribel S. Tutaan         | Administrative Officer II     |
| 8   | Catalino Acosta Memorial Elementary School                                 | Ralph Jayson T. Sonico    | Administrative Officer II     |
| 9   | Colo-Mabaleng Elementary School  | Haydee B. Aguibitin       | Administrative Officer II     |
| 10  | Dariwdiw Elementary School / Baay Elementary School                        | Carmelo F. Bautista       | Administrative Officer II     |
| 11  | Hilario Valdez Elementary School   | Diane M. De Guzman        | Administrative Officer II     |
| 12  | Magnuang Elementary School   | Maricel N. Sonico         | Administrative Officer II     |
| 13  | Maipalig-Quiom Elementary School   | Renalyn A. Rodrigo        | Administrative Officer II     |
| 14  | Mariano Marcos Memorial Elementary School                                  | Rich Sheena Mae M. Pascua | Administrative Officer II     |
| 15  | Nagbacalan Elementary School   | Matson Jun T. Piniera     | Administrative Assistant II * |
| 16  | Naguirangan-Capacuan Elementary School                                     | Agnes A. Bicara           | Administrative Officer II     |
| 17  | P.Q. Pimentel Elementary School  | Claire Jasmin P. Cacatian | Administrative Officer II     |