



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 260, s. 2026

23 APR 2026

**REQUEST FOR ASSISTANCE OF ADMINISTRATIVE OFFICER II PERSONNEL IN
THE HUMAN RESOURCE MANAGEMENT UNIT (HRMU)**

To: **Assistant Schools Division Superintendent
Chief Educations Supervisors
Public Elementary School Heads
School Administrative Officer IIs
All Others Concerned**

1. In view of the increasing volume of transactions and the need to ensure the timely and efficient delivery of services in the Human Resource Management Unit (HRMU), this Office respectfully requests the assistance of an Administrative Officer II to augment the existing workforce from **27 April 2026 to 30 April 2026**.
2. The requested personnel shall assist in the processing of HR-related documents for the continuous and effective operation of the unit.
3. Attached is the list of personnel, for reference.
4. 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 FDA/RequestforAssistanceofAdministrativeOfficerIlintheHRMU
022/April 23, 2026



LIST OF PERSONNEL

| | |
|---|---------------------------|
| 1 | Haydee B. Aguibitin |
| 2 | Claire Jasmin P. Cacatian |
| 3 | Jayvie B. Sulen |
| 4 | Kristel Jhoy M. Arcega |
| 5 | Rojanie Joy J. Sacubo |
| 6 | Rocelle Grace S. Pitiquen |

| | |
|----|---------------------------|
| 7 | Carmelo F. Bautista |
| 8 | Jean Marie M. Vicente |
| 9 | Melpha L. Tabunan |
| 10 | Diane M. De Guzman |
| 11 | Jenny May P. Gumtang |
| 12 | Rich Sheena Mae M. Pascua |