



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 February 2026

DIVISION MEMORANDUM
No. 089 s. 2026

**CAPACITATING THE SCHOOL ADMINISTRATIVE OFFICERS II IN EVALUATING
PERTINENT DOCUMENTS OF TEACHER I APPLICANTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the proper review of pertinent documents of teacher applicants, this Office hereby informs that a capacity building among the Administrative Officers II shall be conducted particularly on the evaluation of pertinent documents of Teacher I applicants for SY 2026-2027.
2. This activity shall be held on the 4th Floor of the Schools Division Office (SDO), Brgy. Potol, Tayabas City from **February 16, 19 & 20, 2026** respectively.
3. The list of Administrative Officers II and their respective schedules is attached as **Enclosure 1**. Travelling and other incidental expenses relative to the said activity shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated

Reference: DepEd Order No. 007, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

TEACHER I

OSDS Personnel Unit – capacitating the school administrative officers ii in evaluating pertinent documents
of teacher i applicants
PERTIFRP-002384 /February 6, 2026

Enclosure 1 - List and Schedule of Administrative Officers II

No.	Name	Scheduled date
1	Aguila, Joy Liwayway O.	February 16, 2026
2	Aguirre, Adrian R.	
3	Anareta, Joselito R.	
4	Andanza, Desiree Carla C.	
5	Bagangan, Ma Zarina A.	
6	Balbarosa, Nathaniel G.	
7	Bulandos, Frederick M.	
8	Caagbay, Donnabelle F.	February 19, 2026
9	Cabalsa, Pazzyla Lydda A.	
10	Cabile, Joan C.	
11	Cuaterno, Marilou C.	
12	Datario, Luisa M.	
13	Domirez, Juanito D.	
14	Evangelista, Jeanette F.	
15	Morales, Rosemarie E.	February 20, 2026
16	Oabel, Loveday Alyssa O.	
17	Rada, Angelica A. (Schedule subject to return to duty)	
18	Rada, Claribel C.	
19	Reyes, Jerick C.	
20	Salvan, Rosalie M.	
21	Sanchez, Juslyn Rose F.	
22	Songcaya, April Jean V.	
23	Villalba, Ma Angelica A.	
24	Zafranco, Ferex O.	