



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.	
16	Oabel, Loveday Alyssa O.	
17	Rada, Angelica A. (Schedule subject to return to duty)	February 20, 2026
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.	