



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 February 2025

NOTICE OF MEETING  
Tracking No.: 023

**ORIENTATION AND MEETING OF SCHOOL HEADS AND ADMINISTRATIVE  
OFFICER-II FOR FY 2026 BUDGET PREPARATION**

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

Please be informed that there will be a meeting on **February 6, 2025**, at **8:00 o'clock in the morning at the Division Office, 4<sup>th</sup> floor of the SDO main building** to discuss the following agenda.

1. Preparation of data for the conduct of FY 2026 Budget Preparation.
2. Other matters

See Attached List of School Heads and Administrative Officers.

Your 100% attendance is hereby enjoined.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

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

Enclosure 1

LIST OF PARTICIPANTS

DIVISION SEMINAR-WORKSHOP ON FY 2026 BUDGET PREPARATION  
February 6, 2025  
Punte de Alitao Hall 4<sup>th</sup> floor SDO Tayabas Main Building

No.	NAME	POSITION	SCHOOL
1	Lorynel C. De Sagun	Head Teacher III	Alsam Integrated School
2	Lilibeth B. Vargas	Teacher III/ Officer in-Charge	Busal Integrated School
3	Mary Grace M. Cabili	School Principal II	Dapap Integrated School
4	Baby Lyn T. Olandes	Head Teacher III	Domoit Elementary School
5	Teresa E. Andaya	School Principal II	East Palale Elementary School
6	Girlie A. Abaricia	Head Teacher III	Eugenio Francia Integrated School
7	Roderick O. Hugo	School Principal II	Froilan E. Lopez Elementary School
8	Aldwin V. Capistrano	Head Teacher III	Gibanga Elementary School
9	Michael M. Safred	School Principal I	Ilasan Integrated School & Talolong Integrated School
10	Alona C. Crisanto	School Principal III	Ipilan-Alitao Elementary School
11	Honesto P. Caagbay Jr.	School Principal I	Kalumpang Elementary School
12	Ronald O. Hugo	Master Teacher I / Officer in-Charge	Katigan Elementary School
13	Larvin O. Labrada	Head Teacher III	Lakawan Elementary School
14	Rowena O. Sabiduria	School Principal I	Lalo Elementary School
15	Wenefredo B. Baylongo	School Principal I	Lawigue Elementary School



16	Elpidia C. Palayan	School Principal II	Malao-A Calantas Elementary School
17	Arlene D. Pagana	Teacher III / Officer in-Charge	Masin Elementary School
18	Evelyn R. Palambiano	School Principal I	Mate Integrated School
19	Joel N. Dela Cruz	Master Teacher I BANHS/ Officer in-Charge	Mayuwi Community School
20	Luz A. Pacaigue	Head Teacher III	North Palale Elementary School
21	Democrito C. Cabile Jr.	Head Teacher III	Pandakake Integrated School
22	Dennis O. Labita	School Principal II	Potol Elementary School
23	Ingrid A. Palad	School Principal II	South Palale Elementary School
24	Ronan R. Ranillo	School Principal II	Tayabas East Central School-I & Tayabas West Central School-II

25	Lea A. Cosico	School Principal I	Tayabas West Central School-I
26	Natalia A. Andaya	School Principal I	Tayabas West Central School-III
27	Julieta M. Labita	Head Teacher III	Tayabas West Central School-IV
28	Reniel C. Cabuyao	Teacher III / Officer in-Charge	Valencia Elementary School
29	Waldymar E. Pasacsac	School Principal II	Wakas Elementary School
30	Corazon M. Oabel	School Principal I	West Palale Elementary School
31	Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
32	Rempson P. Sumilang	ASP II SHS/ Officer in-Charge	Rosario Quesada National High School



33	Joy B. Go	School Principal IV	West Palale National High School
34	Emelia R. Eclarin	Assistant School Principal II/ Officer-in-Charge	Tayabas City National High School
35	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated School
36	Pazylla Lydda A. Cabalsa	Administrative Officer II	Alsam Integrated School, Lawigue Elementary School
37	Jerick C. Reyes	Administrative Officer II	East Palale Elementary School, Busal Integrated School
38	April Jean V. Songcaya	Administrative Officer II	Dapap Integrated School
39	Maria Elizabeth S. Pastrana	Administrative Officer II	Domoit Elementary School , Mayuwi Community School
40	Ferex O. Zafranco	Administrative Officer II	Eugenio Francia Integrated School, Malao-A Calantas Elementary School
41	Joy Liwayway O. Aguila	Administrative Officer II	Kalumpang Elementary School
42	Juslyn Rose F. Sanchez	Administrative Officer II	Gibanga Elementary School, Poto Elementary School
43	Beatrice B. Salazar	Administrative Officer II	Ipilan-Alitao Elementary School , Lalo Elementary School
44	Juanito D. Domirez	Administrative Officer II	Lakawan Elementary School, Tayabas West Central School-IV
45	Claribel C. Rada	Administrative Officer II	Masin Elementary School, Valencia Elementary School
46	Angelica A. Rada	Administrative Officer II	Mate Integrated School, Pandakake Integrated



			School
47	Jeanette F. Evangelista	Administrative Officer II	North Palale Elementary School, South Palale Elementary School
48	Donnabelle F. Caagbay	Administrative Officer II	Tayabas East Central School-I, Tayabas West Central School-II
49	Loveday O. Oabel	Administrative Officer II	Tayabas West Central School-I, Tayabas West Central School-III
50	Desiree C. Andanza	Administrative Officer II	Rosario Quesada National High School
51	Rosemarie E. Morales	Administrative Officer II	West Palale Elementary School, West Palale National High School
52	Joselito R. Anareta	Administrative Officer II	Buenaventura Alandy National High School
53	Rosalie M. Salvan	Administrative Officer II	Ilasan Integrated School, Katigan Elementary School
54	Nataniel G. Balbarosa	Administrative Officer II	Froilan E. Lopez Elementary School
55	Hazel J. Hernandez	Administrative Assistant III	Luis Palad Integrated School
56	Benjamin A. Millares	Administrative Officer V/ Budget	SDO Personnel
57	Dianah G. Tan	Administrative Officer IV/ Cash	SDO Personnel
58	Johanne Mae J. Razon	Administrative Assistant III	SDO Personnel
59	Natalio A. Panganiban, Jr.	Administrative Assistant II	SDO Personnel
60	Aeryll Z. Saberola	Administrative Assistant III	SDO Personnel