Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

November 17, 2026

DIVISION MEMORANDUM
OSDS-2026 203

To: Division Office Personnel
Public Elementary and Secondary School Heads
AO IIs, PDOs, ADASs, and ADAs
All Others Concerned

ADDENDUM TO DIVISION MEMORANDUM NO. 946, s. 2026 TITLED ADMINISTRATIVE AND FINANCIAL MANAGEMENT COORDINATION FORUM

1. This Addendum is issued to include **Ms. Jenner C. Ochavo** – ADAS II of San Isidro NHS as one of the participants in the Administrative and Financial Management Coordination Forum scheduled on November 23–25, 2026, to be held at Galilea Hotel Bohol, Looc, Panglao Island, Bohol.

2. All other provisions of Division Memorandum No. 946, s. 2026 remain in full force and effect.

3. Immediate dissemination and compliance of this addendum is required.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/jar

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division Superintendent

November 9, 2026

DIVISION MEMORANDUM
No. 946 , s. 2026

ADMINISTRATIVE AND FINANCIAL MANAGEMENT COORDINATION FORUM

To: Division Office Personnel
Public Elementary and Secondary School Heads
AO IIs, PDOs, ADASs, and ADAs
All Others Concerned

1. This Office announces the conduct of **Administrative and Financial Management Coordination Forum** this coming **November 23-25, 2026.** The venue will be announced in a separate memorandum.

2. The activity is aimed at the following objectives:

   a. identify and explain the latest policies, guidelines, and procedures governing administrative and financial management in DepEd.
   b. demonstrate commitment to transparency, accountability, collaboration, and compliance in performing administrative and financial responsibilities.
   c. apply updated administrative and financial procedures in accomplishing work-related tasks, preparing documents, and addressing operational concerns in their respective offices or stations.

3. Attached is the list of participants for the aforementioned activity and take part in the scheduled undertaking.

4. Expenses relative to this activity will be charged to Division MOOE, subject to the usual auditing and accounting rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm

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LIST OF PARTICIPANTS

FNAME	MI	LNAME	NAMEEXT	POSITION
LADY MAY	PAJAC	KARAAN		PROJECT DEV'T. OFFICER I
ELI ADEL	IDONG	PAGUE		PROJECT DEV'T. OFFICER I
MICHELLE IVANESS	CURAY	ADAPTAR		PROJECT DEV'T. OFFICER I
JOSE	CALDOZA	MARIÑAS	III	INFORMATION TECH OFF I
SIMON	TAPA	RIOS		PROJECT DEV'T. OFFICER II
JERICHO	LAGRADA	YARTE		PROJECT DEV'T. OFFICER II
MICHELLE	TARE	SAGARAL		ACCOUNTANT III
FILOMENA	CABERTE	TANGGAAN		SENIOR EDUC PRG SPECLST
ROSENE	DEGUIT	OLAIVAR		EDUC PROG SPECIALIST II
JESILO	GONZAGA	JALA		EPS IN MATHEMATICS
AQUILINO	TORREON	MILAR	JR.	ADMIN. OFFICER V
MARIFE	CASTANO	RALLOS		ADMIN. OFFICER V
JOCELYN	POLOYAPOY	CUTIN		ADMIN. OFFICER IV
BRENDALOU	DIGAMON	ARANCANA		ADMIN. OFFICER IV
GINA	EPE	GAMAO		ADMIN. OFFICER IV
JAPHET	AÑASCO	REVEREAL		ADMIN. OFFICER IV
CHRISTIAN JOHN	LAGURA	CAPON		ADMIN. OFFICER IV
JENNIFER	BALBIDO	SARIGUMBA		ADMIN. OFFICER II
ANANIAS	JABINEZ	SUMAYLO		ADMIN. OFFICER II
ANGELI FAITH	VEGIGA	PASCUAL		ADMIN. OFFICER II
RETCHEL	TULING	SUMAMPONG		ADMIN. OFFICER II
JOANALLI	OPERIANO	INTIA		ADMIN. OFFICER II
MARICEL	ADAYA	GALAN		ADMIN. OFFICER II
MARECYL	DIACAMOS	MAR		ADMIN. OFFICER II
GRACE	AGUAVIVA	RIOS		ADMIN. OFFICER II
AIREEN	TATAD	CIRUELA		ADMIN. OFFICER II
MARY MELODY	GUTIERREZ	OCON		ADMIN. OFFICER II
EASTER SUNDAY	PAQUIT	MUYCO		ADMIN. OFFICER II
ANNA MAE	CRODUA	BELLEZAS		ADMIN. OFFICER II
CESARIA JUDITH	TIMBAL	DIGAL		ADMIN. OFFICER II
JAMES CARLO	CAÑETE	CUANAG		ADMIN. OFFICER II
JAN IRIS JANE	TABLA	BAUGBOG		ADMIN. OFFICER II
LAURA	LOPOS	DOMINGO		ADMIN. OFFICER II
SHERRY LYN	SUMODEBILA	DULALAS		ADMIN. OFFICER II
MARY JUNE KAREN	GALON	GELOMIO		ADMIN. OFFICER II
FATIMA MELODY	PENALES	INGLES		ADMIN. OFFICER II
CHRYSOSTOM	RACHO	DALUMBAR		ADMIN. ASSISTANT I
JOSEFINA	BOJO	TAYAG		ADMIN. ASSISTANT II
KENT CHADRIC	HIMALALO-AN	EVASCO		ADMIN. ASSISTANT II

FELISA	BALANDRA	DELIGENCIA		ADMIN. ASSISTANT III
ROSALIE	ALAGON	TAMBIS		ADMIN. ASSISTANT III
MARILOU	CESAR	BEDRIJO		ADMIN. ASSISTANT III
MARIA MAXIMINA	LIGAN	BABIANO		ADMIN. ASSISTANT III
NENITA	LAWA	EDIONG		ADMIN. ASSISTANT III
MARIANNE	PALOMARES	CALIPES		ADMIN. ASSISTANT III
MARGARITA	LAWAGON	TEJANO		ADMIN. ASSISTANT III
IVY JOY	RODEMIO	BARBANTE		ADMIN. ASSISTANT III
ELAINIE	CAMELLO	CENTINO		ADMIN. ASSISTANT III
JOSE ANDREW	UDTOHAN	SALISE		ADMIN. ASSISTANT III
REY KALLEN	ARADO	RAPIRAP		ADMIN. ASSISTANT III
BEVERLY	SALUBRE	BAGOLOS		ADMIN. ASSISTANT III
JASMIN	BAAY	GARLET		ADMIN. ASSISTANT III
CHRISTINE	CALABRIA	SARAUM		ADMIN. ASSISTANT III
JUNICEL	TAGHAP	MANCHA		PLANNING OFFICER III
BERNADITO	TEJANO	TAGUISA		ADMINISTRATIVE AIDE IV
TRISHA ANN		TAGUISA		ADMINISTRATIVE AIDE VI
JEFFERSON	PAJEGAL	GALIDO		ADMINISTRATIVE AIDE VI
ANNA MAE	CONCON	OCON		ADMINISTRATIVE AIDE VI
JUNNA KIZA	CELADA	CAGOCO		ADMINISTRATIVE AIDE VI
CHINIE		APARECE		ADMINISTRATIVE AIDE VI
HILARIA	ESTOQUIA	HORA		ADMIN. OFFICER II
ANTONETTE		OGUIS		ADMIN. OFFICER II
MAY JEAN	ESTACA	CURIBA		ADMIN. OFFICER II
NICANOR	SAMBLINGO	CLAVICILLAS		ADMIN. OFFICER II
KARYL ANAFE	PALMA	MANLANGIT		ADMIN. OFFICER II
RAQUEL	MALARAN	ARABACA		ADMIN. OFFICER II
DINAH	ARANO	BUSTAMANTE		ADMIN. OFFICER II
JUALEY	DINAL	MISA		ADMIN. ASSISTANT II
MARIA FLORES	PINAT	VELOSO		ADMIN. ASSISTANT II
RUEL	INTING	PUMATONG		ADMIN. ASSISTANT II
KAREN	GUPITA	GEMENTIZA		ADMIN. ASSISTANT II
KAREN	MALIG-ON	PAMUGAS		ADMIN. ASSISTANT II
ROSALLE	POLO	CORNELL		ADMIN. ASSISTANT II
APRIL	REVITA	TAGHAP		ADMIN. ASSISTANT II
HELEN	BARBARONA	CHATTO		ADMIN. ASSISTANT II
ROWENA	FERNANDO	REMOLADOR		ADMIN. ASSISTANT II
CRISTY MAE	CUYNO	ABOYABOR		ADMIN. ASSISTANT II
GELLIE EDEN	LOPECILLO	FUENTES		ADMIN. ASSISTANT II
KAREN	YBAÑEZ	GUMBA		ADMIN. ASSISTANT II
FAIRY ANN	COTO	BABAISON		ADMIN. ASSISTANT III

KASHMER	MOLINA	BATIN		ADMIN. ASSISTANT III
GERMAINE	YAP	ROA		ADMIN. ASSISTANT III
RONILO	BONCALES	CAÑEDO		ADMIN. OFFICER II
ANA LOU	SAMANTE	REGALADO		RECORDS OFFICER I
MELANY	TIMBAL	BUNTAG		ADOF4
RALP	RAÑADA	BOTERO		ADOF1
VIRGILENE	MANLANGIT	PELIÑO		ADAS3
MARLYN	SALOMON	DOSPUEBLOS		ADAS2
ROSALIE	LAGUE	LOPEZ		ADA3
JEN-JEN	AMEGABLE	CAHULOGAN		ADA3
RHEO	RAÑADA	BOTERO		ADA1
JESSAH MAY	REAL	CATACUTAN		ADA1
CHRISTIANNE SALVE	OLAIVAR	BULLECER		ADA6
RICHARD	GONZALES	NOCULAN		ADA3
WILFREDA	DOROY	BONGALOS		
JOHN ARIEL	ANGALOT	LAGURA		
JANICE		ROCA		ADAS III
ALDRIN	MILLANAR	PAJO		AO II