



August 11, 2017

DIVISION MEMORANDUM
NO. 230, s. 2017

CORRIGENDUM TO DIVISION MEMORANDUM NO. 230 S. 2017 ENTITLED
“DESIGNATION OF MUNICIPAL HUMAN RESOURCE OFFICERS AND THIER DUTIES
& RESPONSIBILITIES”

To: OIC, Schools Division Superintendent
Chief, Curriculum and Implementation Division
OIC Chief, Schools Governance and Operation Division
All Education Program Supervisors
All Public Elementary District Supervisors
All Elementary, Secondary and Senior High School Heads
All Junior and Senior High Administrative Officers
All Junior & Senior High Administrative Assistants
All Concerned

1. In reference with the Division Memorandum No. 230 s. 2017 entitled “Designation of Municipal Human Resource Officers and their Duties and Responsibilities”, please be informed of the updated Municipal Human Resource Officers in the attached enclosure 2.
2. Immediate dissemination and strict compliance of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Enclosure 2:

LIST OF MUNICIPAL HUMAN RESOURCE OFFICERS

MUNICIPALITIES	NAME OF MHROs	POSITIONS	SCHOOLS
Alfonso	Delia Luz V. Jimenez	Administrative Assistant II	Alfonso NHS-SHS
Amadeo	Jocelyn B. Bati	Administrative Officer IV	Amadeo NHS-SHS
Carmona	Gliceria T. Cajepo	Administrative Officer II	Carmona SHS
GEA- Bailen	John Vic Ceazar B. Marimat	Administrative Assistant II	Gen. Emilio Aguinaldo NHS-SHS
GMA	Rowena B. Bawalan	Administrative Officer IV	GMATHS
Gen. Trias	Benedicta B. Cuasaren/Melissa P. Sarmiento	Administrative Officer IV/Administrative Officer II	Gov. Ferrer MNHS/Luis Y. Ferrer NHS-SHS
Indang	Mylene S. Navarro	Administrative Officer II	Lumampong NHS-Indang Annex-SHS
Kawit	Miriam M. Igtiben	Administrative Officer IV	ETTMNHS
Magallanes	Issa Grace E. Tirona	Administrative Assistant II	Bendita NHS-SHS
Maragondon	Lilia B. Santos	Administrative Officer IV	Bucal NHS
Mendez	Joanna Marie S. Abaca	Administrative Assistant II	Pedro Alegre Aure SHS
Naic	Janette S. Calantog	Administrative Officer II	Naic NHS-SHS
Noveleta	Marilyn L. Santiago	Administrative Assistant II	Noveleta SHS
Rosario	Myra A. Roquiño	Administrative Assistant II	Bagbag NHS-SHS
Silang	April M. Lopez/Judith Mae Peñalba/ Maybelle Mendoza	Administrative Assistants II	Munting Ilog NHS-SHS/Gen. Vito Belarmino NHS-SHS/Lumil NHS-SHS
Tagaytay	Roviann M. Sidamon	Administrative Officer II	Tagaytay City NHS-SHS
Tanza	Julieta A. Valencia/Nannette S. Malimban	Administrative Officer IV/Administrative Officer II	Tanza NCHS/Tanza National Trade School-NHS-SHS
Ternate	Roxanne May P. Romblon	Administrative Assistant II	Ternate West NHS-SHS
Trece Martires City	Ma. Nezy L. Suayan	Administrative Officer IV	Trece Martires city NHS