



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

July 8, 2025

DIVISION MEMORANDUM
No. 336, s. 2025

**DESIGNATION OF THE NEW ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND REVISED SIGNING
AUTHORITIES**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In order to deliver effective and efficient services aligned with the Department of Education Strategic Direction and Division Education Development Plan, this Office announces the designation of the following newly installed Assistant Schools Division Superintendents effective July 8, 2025.

JOFIT P. DAYOC, CESE

OIC - Assistant Schools Division Superintendent

2. In addition, consistent with the principles of accountability and shared governance, and guided by the policy of ensuring harmony, synchronicity, interdependence, and unity in the working relationships within the Schools Division of Batangas, the foregoing delegations of authority and designations aim to improve upon the previous reporting structures, functions, and units to ensure their relevance and responsiveness to the changing environment, the development needs of the learners and stakeholders, and the pursuit of long term education reforms at various organizational levels.

3. To facilitate immediate concerns of field offices, assignment of ASDSs in the SDO and field concerns are as follows:

Name of Top Management	SDO Concerns	Ranking and Promotion of Personnel	Field Offices Concerns
RHINA O. ILAGAN, CESE	Curriculum Implementation Division (CID)	First & Second Level (SG1-13) and MTs	1st and 3rd Congressional Districts
JOFIT P. DAYOC, CESE	School Governance and Operations Division (SGOD)	Second Level (SG14-24) including Executive / Managerial Positions	2 nd and 4 th Congressional Districts
MARITES A. IBAÑEZ, CESO V	Office of the Schools Division Superintendent	Approval and Appointment of Personnel	All schools, Sub-Offices and Division Office Concerns

4. In addition to the tasks mentioned above, the following transactions from schools and district offices shall also be signed by the ASDSs-In-Charge of respective congressional districts:



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- a. Annual Implementation Plan (AIP)
- b. Annual Procurement Plan (APP)
- c. School Improvement Plan (SIP)
- d. Itinerary of Travel and Certificate of Travel Completed
- e. Notice of Salary Increment
- f. Notice of Salary Adjustment
- g. Service Credit
- h. Return to Duty
- i. Change of Name

5. All communications coming from the CID and SGOD shall bear the initials of assigned ASDS. Communications coming from the different sections of the OSDS shall have the initials of their respective section heads, including among others ICT and Legal Section. While communications coming from Committees shall bear initials of their respective Chairperson.

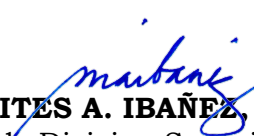
6. To reiterate DepEd Order 1, s. 2023, "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands Functional Areas of Responsibilities and Revised Signing Authorities", signatories of the administrative matters such as but not limited to the following:

- Designation of OICs
- Reassignment and Transfer
- Foreign, Local, and Personal Travel
- Permission to Study
- Leave
- Resignation

7. It is expected that appropriate action has already been recommended/ suggested by the concerned personnel before seeking approval/ signature of the Head of Office.

8. Moreover, the Records Section has the sole responsibility for receiving transactions coming in and out from the field offices, including the Regional and Central Office and releasing of documents. The receiving officer or employee shall perform a preliminary assessment of the application or request submitted with its supporting documents to ensure a more expeditious action on the application or request. The receiving officer or employee shall immediately inform the applicant or requesting party of any deficiency in the accompanying requirements, which shall be limited to those enumerated in the Citizen's Charter.

9. Immediate dissemination and compliance with this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Encl.:

As Stated,

Reference:

DepEd Order 1, s. 2023

To be indicated in the Perpetual Index
under the following subject:

Issuances

Division Memorandum

Officials

Authority

KMRR / Designation of the New Assistant Schools Division Superintendent and Functional Areas of Responsibilities and Revised Signing Authorities /R2-144788 /July 8, 2025