



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

August 7, 2025

DIVISION MEMORANDUM

No. 398, s. 2025

**COMPOSITION OF SDO BATANGAS HONOR AWARDS PROGRAM (HAP)
TECHNICAL WORKING GROUP (TWG)**

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

1. Relative to the Civil Service Commission annual calls for nomination for Honor Awards Program and annual search for public exemplars under Executive Order (EO) No. 292 or the Administrative Code of 1987, EO No. 508 series of 1992 as amended by EO No. 77 series of 1993, and Republic Act No. 6713 this office creates HAP Technical Working Group.
2. The said committee is composed of the following:

NAME OF SDO OFFICIAL/PERSONNEL	POSITION	DESIGNATION AS TWG MEMBER
Rhina O. Ilagan, CESE	OIC Assist. Schools Division Superintendent	Chairperson
Dr. Loreta V. Ilao	Education Program Supervisor	Co-Chairperson
Dr. Ma. Leticia Jose C. Basilan	Education Program Supervisor	Member
Dr. Mercy R. Villanueva	Education Program Supervisor	Member
Mr. Avelino B. Mortel	Public Schools District Supervisor	Member
Dr. Erickson T. Gutierrez	Public Schools District Supervisor	Member
Dr. Movita O. Cruzat	Principal IV	Member



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3. The committee will meet on Tuesday August 12, 2025 at 9:00 AM in the office of ASDS Rhina O. Ilagan.
4. This Memorandum serves as the Travel Authority for the committee members.
5. Immediate dissemination and compliance with this Memorandum are highly expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Encl. As Stated

Reference: EO No. 292 s.1987, EO No. 508 s.1992 EO No. 77 s1993

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

Issuances: Division Memorandum

LDBM/ Composition of SDO Batangas Honor Awards Program (HAP) Technical Working Group
(TWG)/2025-R2-145467/08/07/2025