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

30 Sep 2026

DIVISION MEMORANDUM
No. 469, s. 2026

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

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

1. In order to ensure the effective and efficient delivery of services aligned with the Department of Education's Strategic Directions and the Division Education Development Plan, this Office announces the designation of the newly installed Assistant Schools Division Superintendent, effective **30 September 2026**, as follows:

RONALDO V. RAMILO, CESO VI
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 are intended to enhance the existing reporting structures, functions, and organizational arrangements. These shall ensure their continued relevance and responsiveness to the changing environment, the development needs of learners and stakeholders, and the pursuit of long-term education reforms at various organizational levels.

3. To facilitate the immediate action on concerns involving the functional divisions and field offices, the assignment of the Top Management in the Schools Division Office (SDO) and field offices shall be as follows:

Name of Top Management	Schools Division Office Concerns	Field Offices Concerns
RHINA O. ILAGAN	School Governance and Operations Division (SGOD)	1st and 3rd Congressional Districts

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

RONALDO V. RAMILO, CESO VI	Curriculum Implementation Division (CID)	2nd and 4th Congressional Districts
MARITES A. IBAÑEZ, CESO V	Office of the Schools Division Superintendent (OSDS)	All schools, Sub-Offices and Division Office Concerns

4. In addition to the foregoing responsibilities, the following transactions originating from schools and Sub-Offices shall also be signed by the ASDS-In-Charge of the respective Congressional Districts:

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 originating from the CID and SGOD shall bear the initials of the assigned ASDS. Communications originating from the different sections of the OSDS shall bear the initials of their respective Section Heads, including, among others, the ICT and Legal Sections. Communications originating from Committees shall bear the initials of their respective Chairpersons.

6. To reiterate, in accordance with DepEd Order No. 001, s. 2023, entitled *"Revised Designation of Undersecretaries and Assistant Secretaries to their Strands, Functional Areas of Responsibilities and Revised Signing Authorities,"* the appropriate signatories for administrative matters shall be observed. These matters include, but are 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 or recommendation has been undertaken by the concerned personnel before any matter is elevated for the approval and/or signature of the Head of Office.

8. Moreover, the Records Section shall have the sole responsibility for receiving transactions coming from and going to the field offices, including transactions involving the Regional and Central Offices, as well as for the release of documents. The receiving officer or employee shall conduct a preliminary assessment of the application or request and its supporting documents to ensure the expeditious processing of the transaction. 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. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: As Stated
Reference: DepEd Order No. 001, s. 2023
DepEd Order No. 5, s. 2010
To be indicated in the Perpetual Index
under the following subject:

AUTHORITY
OFFICIALS

LDSV/Division Memo_Signing Authorities/
S2-115404/30 Sep 2026