



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

23 June 2025

**UNNUMBERED MEMORANDUM**

**OFFICER-IN-CHARGE (OIC) DESIGNATION**

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

1. In view of the official local travel of the Schools Division Superintendent, Dr. Rhina O. Ilagan, Assistant Schools Division Superintendent is hereby designated as the Officer-In-Charge (OIC) on June 23-25, 2025. She will sign all routine communications except appointments, transfer of station and financial matters. Policy and major decisions shall be held in abeyance.
2. For information, guidance and wide dissemination.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

LDSV/UM\_OIC June 23-25, 2025 SDO Public Service Continuity Plan/  
S2-110623/23 June 2025