



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


8 September 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, Ms. Eduarda U. Alon, Accountant III is hereby designated as the Officer-In-Charge (OIC) on September 9-12, 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. IBANEZ, CESO V**  
Schools Division Superintendent

LDSV/UM\_OIC Sep 9-12, 2025 Post Planning for Finalization of FY 2026 Division WFP/  
S2-111702/08 Sep 2025