



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

06 Nov 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 leave of absence of the Schools Division Superintendent, Dr. Jofit P. Dayoc, Assistant Schools Division Superintendent is hereby designated as the Officer-In-Charge (OIC) on November 12-22, 2025. He 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 Nov 12-22, 2025 Travel Abroad_USA/
S2-113312/06 Nov 2025