



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

DepEd-Division  
of Batangas  
SDS OFFICE  
**RECEIVED**  
S2-108971  
Date: 9/19/2024  
Time: 1:36PM  
By: Sharmaine

19 September 2024

**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 Supervisor in-charge of Private Schools  
Public Schools District Supervisors  
Private Elementary and Secondary School Heads  
All Others Concerned

In view of the official travel of the Schools Division Superintendent, Mrs. Rasenna Gliceria I. Mercado, Administrative Officer IV, is hereby designated as the Officer-In-Charge (OIC) on September 19-20, 2024. She will sign all routine communications except appointments, transfer of stations and financial matters. Policy and major decisions shall be held in abeyance.

For information, guidance and wide dissemination.

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

SDB/OFFICER-IN-CHARGE (OIC) DESIGNATION/S2-108971/09/19/2024



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