



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

APR 19 2023

OFFICE MEMORANDUM

No. 002, s. 2023

RECONSTITUTING THE EXECUTIVE COMMITTEE OF SDO BATAAN

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. In line with the commitment of SDO-Bataan to continuous improvement and providing excellent service through regular consultation and planning, this Office reconstitutes the SDO Bataan Executive Committee, effective immediately, as follows:

Chairman	CAROLINA S. VIOELTA, EdD, CESO VI	Schools Division Superintendent
Vice-Chairman	WILLIAM RODERICK R. FALLORIN	Assistant Schools Division Superintendent
Members	<ol style="list-style-type: none">1. MILAGROS M. PENAFLO, PhD2. RAMON C. PEREZ3. PILAR C. IGNACIO4. MYRA V. DILIG5. MYLENE SANTOS6. DR. ROBERTO LUNETA7. ATTY. MARIEGLO G. DAMOCLES8. ENGR. MERCK BRYAN GRAGASIN9. RICHARD ALBORO10. PERLIE ANN TORRES-SAMONTE11. LORENA INLONG12. ALLAN KAYE LEGASPI13. ROSALIE JOY TRINIDAD14. ETHEL JOYCE BARTOLOME	<ol style="list-style-type: none">CID ChiefSGOD ChiefAdministrative Officer VAccountant IIIAdministrative Officer VMedical OfficerLegal OfficerDivision EngineerInformation Technology OfficerPlanning Officer IIIAdministrative Officer IVAdministrative Officer IVAdministrative Officer IVAdministrative Officer IV



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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2. The duties and responsibilities of the Executive Committee are as follows:
 - a. Convene regularly to discuss important matters.
 - b. Review accomplishments and recommend improvements to respective functional divisions.
 - c. Resolve administrative conflicts and recommend improvements to functional divisions.
 - d. Utilize relevant baseline data in planning for activities and provision of services.
 - e. Provide guidance and feedback to functional divisions regarding the conduct of activities and provision of services.
3. All members are required to attend scheduled EXECOM meetings except for unavoidable circumstances or attendance to official business of equal or higher importance.
4. Immediate dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent



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