



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

JAN 29 2024

**DIVISION MEMORANDUM**

No. 033, s. 2024

**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:

<b>Chairman</b>	CAROLINA S. VIOLETA, EdD, CESO V	Schools Division Superintendent
<b>Vice-Chairman</b>	ARMANDO C. CAPILI, EdD	Assistant Schools Division Superintendent
<b>Members</b>	<ol style="list-style-type: none"><li>1. MILAGROS M. PENAFLOR, PhD</li><li>2. RAMON C. PEREZ</li><li>3. ATTY. MARIEGLO G. DAMOCLES</li><li>4. DR. ROBERTO LUNETA</li><li>5. MYRA V. DILIG</li><li>6. ENGR. MERCK BRYAN GRAGASIN</li><li>7. PILAR C. IGNACIO</li><li>8. RHODORA C. GANZON</li><li>9. RICHARD ALBORO</li><li>10. PERLIE ANN TORRES-SAMONTE</li><li>11. LORENA INLONG</li></ol>	<ol style="list-style-type: none"><li>CID Chief</li><li>SGOD Chief</li><li>Legal Officer</li><li>Medical Officer</li><li>Accountant III</li><li>Division Engineer</li><li>Administrative Officer V</li><li>Administrative Officer V</li><li>Information Technology Officer</li><li>Planning Officer III</li><li>Administrative Officer IV</li></ol>

Kabukiran, Calaylayan, Abucay 2114 Bataan

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	12. MA. LIZA MANUEL 13. ROSALIE JOY TRINIDAD 14. ETHEL JOYCE BARTOLOME	Administrative Officer IV Administrative Officer IV Administrative Officer IV
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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 V**  
Schools Division Superintendent 

Encl: As stated  
To be indicated in the Perpetual Index  
Under the following subjectS:

EXECUTIVE COMMITTEE  
MEETING  
POLICIES

  
SO3/PATS  
01/26/2024