



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

November 06, 2025

DIVISION MEMORANDUM

No. 507, s. 2025

**TEMPORARY DESIGNATION OF AUTOMATICS PAYROLL DEDUCTION
SYSTEM (APDS) Loan Verifier**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In view of the approved leave of Ms. Pilar C. Ignacio, APDS Loan Verifier, effective November 9, 2025 to February 8, 2026, this Office informs all concerned that Ms. Ma. Liza A. Manuel is hereby designated as the temporary verifier for APDS Loan Verification during the said period.
2. Effective Monday, November 10, 2025, all APDS loan verification emails and related communications shall be sent to the following official email address:

✉ verifier.r3.mmanuel@deped.gov.ph
3. Enclosed with this Memorandum is the approved leave form of Ms. Pilar C. Ignacio.
4. Immediate dissemination and compliance therewith are earnestly desired.

CAROLINA S. VIOLETA, EdD, CESO V
/ Schools Division Superintendent

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects

APDS

PERSONNEL

DESIGNATION



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



2nd Indorsement
October 3, 2025

Respectfully returned to **MS. PILAR C. IGNACIO, Administrative Officer V**, through the Schools Division Superintendent, **Division of Bataan, Abucay Bataan**, approving the enclosed request for permission to travel to **Kentucky and Texas, U.S.A** from **November 9, 2025 to February 8, 2026 only**, subject to travel regulations issued by the relevant government agencies. In addition, no government funds shall be used for the purpose and ensure that her travel shall not adversely affect the services in the division. In this regard, the Head of Office may assign a personnel to temporarily assume the tasks and accountabilities of the concerned personnel.

RONNIE S. MALLARI, PhD, CESO V
Regional Director

Incl.:As stated
AO1/per1/per7

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