



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

OFFICE MEMORANDUM

No. OS4, s. 2025

TO : All Members of the Executive Committee (ExeCom)
Schools Division Office of Bataan

FROM : **CAROLINA S. VIOLETA, EdD., CESO V**
Schools Division Superintendent

DATE : November 17, 2025

SUBJECT : **Executive Committee (ExeCom) Meeting
on November 21, 2025**

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1. Please be informed that an Executive Committee (ExeCom) Meeting is hereby scheduled on **November 21, 2025 (Friday), at 1:00 PM**, to be held at the **Conference Room, 3rd Floor**, Schools Division Office of Bataan.
2. Attendance of the following members is mandatory:
 1. Jerry Dimla Cruz, DEM, CESO VI
 2. Atty. Hazel G. Dilig-Carandang
 3. Milagros M. Peñaflor, PhD
 4. Ramon C. Perez
 5. Myra V. Dilig
 6. Rhodora C. Ganzon
 7. Dr. Jennifer M. Alip
 8. Engr. Merck Bryan Gragasin
 9. Richard M. Alboro
 10. Nico M. Mangaliman
 11. Lorena L. Inlong
 12. Ma. Liza Manuel
 13. Rosalie Joy Trinidad
 14. Ethel Joyce Bartolome
 15. Evangeline D. Gallardo
 16. Abraham S. Tria
 17. Jobelle S. Antonio
 18. Paul John D. Dimla



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3. Concerned personnel are directed to prepare and present their respective updates and status reports as indicated in the agenda below.
4. The AGENDA of the said meeting are as follows:

A. Status of...

No.	Report Title	Responsible Officer
1	Budget Utilization Rate (BUR)	Mr. R. Ganzon
2	Disbursement Rate	Ms. M. Dilig
3	Filled/Unfilled Items and Appointments	Ms. L. Manuel
4	Complaints/Cases/Resolutions	Atty. H. Carandang
5	Procurement	Dr. J. Cruz

B. PRESENTATION AND DISCUSSION

General Services Action Plan – Mr. A. Tria

C. UPDATES

1. SGOD – Mr. R. Perez
2. CID – Dr. M. Peñaflor

D. CONCERNS

1. Records
2. Supply
3. Payroll
4. Cash
5. ICT
6. Physical Facilities

E. OTHER MATTERS

4. All concerned are enjoined to be punctual and to actively participate in the discussions for effective decision-making and timely implementation of division programs and activities.
5. For information, guidance, and strict compliance.