



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

DIVISION MEMORANDUM
No. 548, s. 2025

DEC 03 2025

**SKELETAL STAFFING ARRANGEMENT ON SDO BATAAN
FOR DECEMBER 4-5, 2025**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
All Others Concerned

1. This Office announces the skeletal staffing arrangement to maintain operations in the Schools Division Office of Bataan on December 4-5, 2025.
2. The following are the focal person per unit who will be in the Office to receive incoming documents:

UNIT/SECTION	SDO STAFF
Records Section	Gary Firaza
Personnel Section	Jumel Caraig Merlissa Carlos Kathleen Mae Gervacio Melvin Asidera
Accounting Unit	Bernaliza O. Bagon
SGOD Unit	Veronica Haciñas Katrina Lacson Mary Ann Rodriguez

3. Immediate and wide dissemination of this Memorandum is desired.


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

To be included in the perpetual index
under the following subjects:
STAFFING

SO11/fpti
December 3, 2025



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