



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

January 27, 2026

DIVISION MEMORANDUM

No. 040, s. 2026

**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 Private Lending Institutions
All Others Concerned

1. In view of the reassignment of Ms. Ma. Liza A. Manuel, APDS Loan Verifier, effective January 27, 2026, this Office informs all concerned that Ms. Evangeline D. Gallardo is hereby designated as the temporary verifier for APDS Loan Verification.
2. Enclosed with this Memorandum is the approved designation of Ms. Evangeline D. Gallardo.
3. 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



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MEMORANDUM

TO : **EVANGELINE D. GALLARDO**
Education Program Specialist II
Social Mobilization and Networking (SocMob)
School Governance and Operation Division (SGOD)

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

SUBJECT : **DESIGNATION ORDER**

DATE : January 23, 2026

As per **Section 13 (c), Rule IV of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**, and in the exigencies of service, you are hereby designated as **Officer-In-Charge (OIC) – Administrative Officer IV (HUMAN RESOURCE MANAGEMENT OFFICER II)** of the Personnel Unit, Schools Division Office of Bataan effective January 26, 2026, until further notice.

As **Officer-In-Charge (OIC) – Administrative Officer IV (HUMAN RESOURCE MANAGEMENT OFFICER II)**, you shall perform the following duties and responsibilities, to wit:

1. Assist in the planning, development, and implementation of Human Resource Management and Development (HRMD) policies, programs, and activities of the Schools Division;
2. Handle personnel actions such as appointments, promotions, reassignments, transfers, separations, and other human resource actions in compliance with CSC and DepEd rules and regulations;
3. Maintain and update personnel records, service records, and other official HR documents;
4. Assist in workforce planning, performance management, learning and development, and employee welfare initiatives;
5. Ensure proper coordination with the Civil Service Commission and other concerned offices on personnel-related concerns;



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6. Perform other related functions that may be assigned by the Schools Division Superintendent or the authorized official.

Further, as Officer-in-Charge, you represent the division in meetings, manage reports and communications, and provide overall leadership in advancing HRM programs in accordance with the **Updated DepEd Mandate and Functions**.

This designation, however, does not entail additional remuneration, as it is considered part of the exigencies of service and falls within the scope of your present official functions. It shall remain in force until revoked by the appointing authority.

Please be guided accordingly.

Copy furnished:

SGOD Chief
SEPS SocMob
AO V (Admin.)
HRMO
Planning Officer
Records Officer