



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

JAN 28 2026

**DIVISION MEMORANDUM**

No. 047, s. 2026

**DESIGNATION OF NEW OFFICER-IN-CHARGE,  
ADMINISTRATIVE OFFICER IV (HRMO II)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. In view of the Memorandum dated January 23, 2026, designating Ms. Evangeline D. Gallardo as Officer-in-Charge, Administrative Officer IV of the Human Resource Management Office II (HRMO II), Schools Division Office of Bataan, all concerned are hereby informed that the signatory of all necessary documents pertaining to HRMO II shall be changed accordingly.
2. Effective January 27, 2026 until further notice, **Ms. Evangeline D. Gallardo** shall sign all official communications, reports, and other documents related to the functions and operations of HRMO II.
3. All previous signatory authorizations inconsistent with this Memorandum are deemed superseded.
4. For information, guidance, and strict compliance.

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

To be indicated in the Perpetual Index  
under the following subjects:  
HRMO II

OFFICER IN CHARGE

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1/27/2026