



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

DIVISION MEMORANDUM

JAN 28 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 All previous signatory authorizations inconsistent with this Memorandum are deemed superseded.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
City Schools Division Superintendent

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

SO12 EDG
1/27/2026