



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

**OFFICE MEMORANDUM**

No. 67, s. 2026

**TO** : Human Resource Management (HRMO) Personnel

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

**DATE** : January 26, 2026

**SUBJECT** : Introductory Meeting

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1. Pursuant to the Division Unnumbered Memorandum signed on January 23, 2026, designating **Ms. Evangeline D. Gallardo** as the **OIC-Administrative Officer IV** (Human Resource Management Office-HRMO), this Office shall conduct an **Introductory Meeting** with all HRMO personnel. The meeting aims to formally introduce the new OIC and provide an opportunity for initial discussion and alignment among office personnel.
  2. The meeting shall be conducted according to the following schedule:  
Date: January 27, 2026  
Time: 8:30 am  
Venue: Conference Room, 3<sup>rd</sup> floor
  3. The objectives of the meeting are as follows:
    - a. formally introduce the newly designated Officer-in-Charge, Administrative Officer IV;
    - b. discuss proper coordination of tasks and clarify individual roles and responsibilities;
    - c. plan for systematic, efficient, and improved work habits within the office;
    - d. designate additional tasks, if necessary, to ensure the effective delivery of HRMO services; and
    - e. discuss other matters and concerns relevant to the operations of the office.
  4. All HRMO personnel are expected to attend and actively participate in the said meeting.
  5. Strict compliance with this Memorandum is earnestly desired.

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01/26/2026