



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

**DIVISION MEMORANDUM**

No. 110, s. 2026

MAR 04 2026

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

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

1. In view of the Memorandum dated February 27, 2026, designating **Ms. JEOLFA G. REYES** as **Officer-in-Charge (OIC), Administrative Officer IV (AO IV) of the Human Resource Management Office (HRMO)**, Schools Division Office of Bataan, all concerned are hereby informed that the signatory of all necessary documents pertaining to HRMO shall be changed accordingly.
2. Effective March 2, 2026 until further notice, **Ms. Jeolfa G. Reyes** shall sign all official communications, reports, and other documents related to the functions and operations of HRMO.
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 All previous signatory authorizations inconsistent with this Memorandum are deemed superseded.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**  
as Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects  
HRMO AO IV DESIGNATION