



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

DIVISION MEMORANDUM

No. 214, s. 2026

MAY 13 2026

**DESIGNATION OF NEW OFFICER-IN-CHARGE (OIC),
ADMINISTRATIVE OFFICER IV (AO IV)**

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 May 12, 2026, designating **Ms. PILAR C. IGNACIO** 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 May 13, 2026 until further notice, **Ms. Pilar C. Ignacio** 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 All previous signatory authorizations inconsistent with this Memorandum are deemed superseded.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
Schools Division Superintendent 

Incl: as stated
To be indicated in the Perpetual Index
under the following subjects
HRMO AO IV DESIGNATION