



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

DIVISION MEMORANDUM

SEP 14 2026

No. 446, s. 2026

**CONTINUATION OF CONCURRENT ASSIGNMENT OF
ADMINISTRATIVE OFFICER II**

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

1. In the exigency of service and in the interest of orderly transition, this Office hereby informs all concerned that the **Administrative Officers II, previously assigned to their respective schools, shall continue to serve concurrently in their existing assignments until such time that their designations are formally revoked by the Schools Division Superintendent.**
2. This directive is issued to ensure the following:
 - 2.1 **Proper Turnover of Records** – Outgoing Administrative Officers II shall be given sufficient time to turn over all pertinent documents, records, and responsibilities to their successors;
 - 2.2 **Continuity of Operations** – School operations shall remain uninterrupted during the transition period;
 - 2.3 **Understanding of Duties** – Incoming Administrative Officers II shall be afforded the opportunity to fully comprehend the nature of the work assigned to them;
 - 2.4 **Accountability of Records** – Proper documentation and accountability shall be observed in the transfer of responsibilities; and
 - 2.5 **Support to Successors** – Outgoing Administrative Officers II shall provide guidance and assistance to their replacements during the initial phase of assumption.
3. All actions taken shall be consistent with existing DepEd and Division policies.
4. School Heads are directed to extend full cooperation and ensure strict adherence to this directive.



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5. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

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

Encl.: As stated

References:

- DepEd Central Office Memorandum DM-HROD-2021-0171
- DepEd Central Office Memorandum DM-OUHROD-2024-0952

To be indicated in the Perpetual Index

Under the following subjects:

Administrative Officer II
Concurrent Designation
Dual Functions
School Governance
Turnover of Records