



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 011, s. 2025

08 JAN 2025

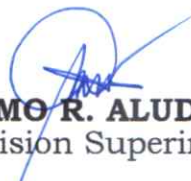
**CHANGE OF ADDRESSEE FOR TRANSACTIONS WITH LAND BANK OF THE PHILIPPINES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Unit and Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with recent updates and to ensure proper coordination and efficient processing of all transactions with the Land Bank of the Philippines Batac Branch, please be informed that effective immediately, all communications, documents, and transactions with LBP Batac shall be addressed to:

**MS. MARICHU D. DAGDAGAN**  
Branch Manager  
Land Bank of the Philippines Batac Branch  
City of Batac

2. All concerned personnel within the Schools Division of the City of Batac are instructed to strictly comply with this directive to avoid any delays or miscommunication.
3. For your guidance and compliance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

LBP FINANCE  
ADMIN

AS-CU MAC/ DM001 CHANGE OF ADDRESSEE FOR TRANSACTIONS WITH LAND BANK OF THE PHILIPPINES  
240001/January 07, 2025



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