



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE ORDER
CID-2025-135

DESIGNATION OF THE CID PERSONNEL AS CARETAKER WHEN THE
CHIEF EDUCATION SUPERVISOR (CES) IS ON OFFICIAL
BUSINESS OR ON A LEAVE OF ABSENCE

To: Chief Education Program Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisor
All Others Concerned

1. In line with the organizational structure of the Schools Division of the City of Batac, the following personnel are hereby designated as **Caretakers** of the Curriculum Implementation Division for each month of CY 2026 to ensure uninterrupted office operations when the Chief Education Supervisor (CES) is on official business or leave of absence:

MONTHS	NAME	POSITION
January	Marilou P. Omotoy, EdD	Education Program Supervisor MTB-MLE and Kindergarten
February	Jhon Rey D. Ortal, EdD	Education Program Supervisor Araling Panlipunan
March	Zorayda S. Paguyo, EdD	Education Program Supervisor Filipino
April	Joycelyn P. Perdido, PhD	Education Program Supervisor English
May	Mrs. Opresinia Z. Castillo	Education Program Supervisor MAPEH
June	Mr. Allan B. Garcia	Education Program Supervisor EPP/TLE
July	Mrs. Aileen V. Joaquin	Education Program Supervisor Edukasyon sa Pagpapakatao
August	Mrs. Gladys B. Lampitoc	Education Program Supervisor Science
September	Geraldine O. Lao-at, PhD	Public Schools District Supervisor
October	Eldefonso B. Natividad, Jr., PhD	Education Program Supervisor Mathematics
November	Aubrhey Marie R. Oasay, PhD	Education Program Supervisor Learning Resource Management
December	Mrs. Divelyn P. Maddela	Education Program Specialist II Learning Center Head

During this period, the personnel shall perform the following duties:

- Provide general direction, supervision, and guidance to the office staff;
- Collaborate, coordinate, and monitor the conduct of ongoing programs, projects and activities;
- Ensure that daily activities are smooth-functioning;
- Answer questions and issues raised by internal and external stakeholders;



SDCB RECORDS UNIT

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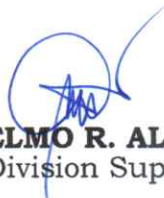
- e. Represent the office in meetings, conferences, and other pertinent events when necessary;
- f. Ensure effective workflow by working with other unit/section heads and supervisors;
- g. Make informed decisions in consultation with top management when needed; and
- h. Maintain effective communication within the office and provide updates to the Chief Education Supervisor.

2. During the designated period, the assigned personnel is responsible for carrying out assigned tasks diligently. Any problems or concerns that arise during this time should be immediately reported to the Chief EPS to facilitate timely and appropriate actions.

3. In the event that the designated caretaker is on official business or on a leave of absence, the subsequent caretaker shall assume responsibility for the office.

4. The designated personnel shall resume original duties and responsibilities upon the conclusion of the designated period.

5. Please be guided accordingly.


ANSELMO R. ALUDINO
Schools Division Superintendent

5003/AVJ/OO_Designation of the CID Personnel as Caretaker when the CES is On Official Business
December 22, 2025