



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

21 JAN 2026

No. 048 s. 2025

**SUBMISSION OF THE LIST OF AWARDEES FOR ACADEMIC EXCELLENCE
AND LEADERSHIP AWARDS FOR ELEMENTARY AND SECONDARY
GRADUATES/COMPLETERS**

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

1. Pursuant to the official communication from the City Mayor, Hon. Mark Christian "Markee" R. Chua, the Schools Division of the City of Batac requests the submission of the list of deserving Elementary and Secondary graduates/completers for School Year 2025-2026 for the following recognitions:

- **City Mayor's Award for Academic Excellence**
- **Leadership Award**

2. These awards aim to recognize the exemplary performance of our learners and foster a culture of excellence and leadership within the City of Batac.

3. Relative to this, all School Heads are advised to download the official template through the link provided below. Ensure that all entries are verified and accurate before submission.

- **Template Link:** <https://11nk.dev/OSXTA>
- **Submission Recipient:** Mrs. Aileen V. Joaquin
- **Email Address:** aileen.joaquin@deped.gov.ph

4. For further details, please refer to the attached letter from the City Mayor's Office.

5. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: Letter from the City Mayor

To be indicated in the Perpetual Index
Under the following subjects:

AWARDS

EXCELLENCE

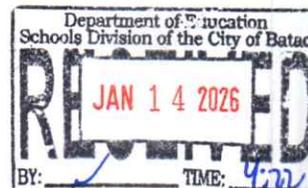
LEADERSHIP

CID-AVJ/DM-Submission of the List of Awardees for Academic Excellence and Leadership Award
2600762/6020/January 21, 2026



January 7, 2026

SDS ANSELMO ALUDINO
City Schools Division Superintendent
Schools Division of the City of Batac
Batac Government Center
Brgy. Quiling Sur
City of Batac, Ilocos Norte



Dear SDS Alundino,

We write in relation to the City Mayor's Award for Academic Excellence and Leadership Award for Deserving Elementary and Secondary Graduates/Completers in the City of Batac. May we request a complete list of honor students of each school in the City of Batac. It will be much appreciated if we could receive the list on or before January 23, 2026.

Should you have any questions, you may contact the Office of the City Mayor at Telephone Nos. (077) 671-1725 and (077) 677-2877 or via email at lovebatac@gmail.com.

Hoping for your usual and prompt response.

Thank you.

Sincerely,

MARK CHRISTIAN "MARKEE" R. CHUA
City Mayor

