



2024-04-24-0712

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

April 18, 2024

OFFICE MEMORANDUM

No. 044, s. 2024



TO : **JOEMERYN R. MUÑOZ**
Administrative Officer II
This Division

SUBJECT : **DESIGNATION ORDER**

FROM : **CRISTY C. EPE CESO V**
Schools Division Superintendent

- 1) In the exigency of the service and in view of the Official Business of Mrs. Luz E. Comonal, Administrative Offer IV, for her attendance to the Training-Workshop on DepEd Personnel Audit FY 2024 (Cluster 4) at General Santos City on April 23-27, 2024, you are hereby informed of your designation as Officer-In-Charge in the Office of the Human Resource Unit, on the above-mentioned dates.
- 2) As such, you are tasked to ensure continuous operation of the Office in providing efficient and effective administrative services.
- 3) For and on behalf of the Administrative Officer IV (HRMO), you shall sign the following documents:
 - a) Leave of application (CS Form 6) for the Rank and File (Office of the SDS);
 - b) Working papers for salary claims computation.
- 4) This designation is in addition to your usual duties and functions as Administrative Officer II and shall automatically cease upon the return to duty of Mrs. Comonal from the said travel.
- 5) Please be guided accordingly.

cc.: **LUZ E. COMONAL**
Administrative Officer IV

