



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

2024-04-25-0915

Office of the Schools Division
 Superintendent



OFFICE MEMORANDUM

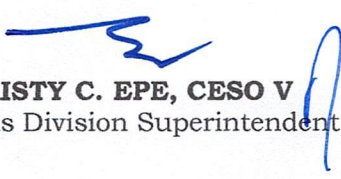
No. 041, s. 2024

TO : ANA O. CERBO
 Administrative Officer II
 Officer-In-Charge
 Office of the Records Officer
 This Office

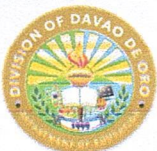
**SUBJECT : DESIGNATION ORDER AS OFFICER-IN-CHARGE IN THE
 OFFICE OF THE ADMINISTRATIVE OFFICER V FOR
 ADMINISTRATIVE SERVICES**

DATE : 19 APRIL 2024

1. In the exigency of the service and in view of the official business of Engr. Norberto S. Manlangit, Administrative Officer V, for his attendance to the Training Workshop on DepEd Personnel Audit FY 2024 to be held in General Santos City on April 23-27, 2024, you are hereby informed of your designation as Officer-In-Charge (OIC) in the Office of the Administrative Officer V for Administrative Services, on the above-mentioned dates.
2. As such, you are tasked to ensure continuous operation of the Office in providing economical, efficient, and effective administrative services.
3. For and on behalf of the Administrative Officer V for Administrative Services, you shall sign documents on administrative matters except appointments as provided for in DepEd Order No. 008, s. 2021. Policy determining matters, however, shall be referred to the undersigned through the fastest means of communication.
4. This designation is in addition to your usual duties and functions as Administrative Officer II and as the designated OIC-Office of the Records Officer. This designation shall automatically cease upon the return to duty of Engr. Norberto S. Manlangit from the said official business/travel.
5. Please be guided accordingly.


CRISTY C. EPE, CESO V
 Schools Division Superintendent

cc.: **NORBERTO S. MANLANGIT, MPA**
 Administrative Officer V
 Administrative Services Section



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

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