

## Republic of the Philippines

# Department of Education REGION XI

### SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

#### OFFICE MEMORANDUM

SGOD - 2024 - \_ 0 **5 5** 

TO

WILFREDO P. TAKASAN EdD

Education Program Supervisor

SUBJECT

AS OFFICER-IN-CHARGE IN THE OFFICE OF THE SCHOOL

GOVERNANCE & OPERATIONS DIVISION (SGOD)

DATE

June 25, 2024

- 1. Due to the exigencies of the service and considering the Official Business (OB) of Mr. Ruben J. Reponte, Chief Education Supervisor, who will be attending the 15-day In-House Training in preparation for the 2024 Palarong Pambansa from June 19, 2024 to July 3, 2024, in Davao City, and the 2024 Palarong Pambansa from July 3-18, 2024, in Cebu City, you are hereby designated as the Officer-In-Charge of the Office of the School Governance and Operations Division (SGOD) for the aforementioned dates.
- 2. As such, you are tasked with ensuring the continuous operation of the Office, providing efficient and effective services as stipulated in the SGOD Memorandum dated May 2, 2023. According to item *number 2, letter e* of the office memorandum, or the allowable amount that can be signed by the Officer-In-Charge (OIC), you shall approve and sign financial documents such as Purchase Requests (PR), Personal Services (PS), Disbursement Vouchers, and Obligation Requests for Maintenance and Other Operating Expenses (MOOE) for amounts exceeding Fifty Thousand Pesos (Php 50,000.00).
- 3. Attached is a copy of the original memorandum, regarding the Order of Succession for the Designation of Officer-In-Charge, for your guidance.

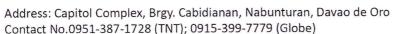
By the Authority of the Schools Division Superintendent:

EMMA A. CAMPOREDONDO, CESO VI

Assistant Schools Division Superintendent Officer-In-Charge

Cc:

SDS Office ASDS Office Admin Office



Email Address: davaodeoro@deped.gov.ph Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 1



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

### SGOD OFFICE MEMORANDUM

TO:

Section/Unit Heads

All Employees This Office

FROM:

RUBEN J. REPONTE EdD

100/m

Chief Education Supervisor

Office of the School Governance and Operations Division

SUBJECT:

MODIFIED ORDER OF SUCCESSION IN THE DESIGNATION OF

OFFICER IN-CHARGE

DATE:

May 02, 2023

1. In the interest of the service, for the smooth and orderly operation of the office, the designation of officers as Officer In-Charge (OIC) of the Office of the Schools Governance and Operations Division (SGOD) of Davao De Oro whenever the Chief-SGOD is out of the Division on official business/official time, on vacation sick leave and the like, shall be in the following order as succession, to wit:

a. Wilfredo P. Takasan

Education Program Supervisor

b. Marie Cris P. Dalumpines CE

Division Engineer III

c. Gringo John F. Pelaez, RMT, MD -

Medical Officer III Senior Education Program

d. Dennis C. Alcano

Specialist (H&D Section)

e. Marnelyjane A. Bernal

Senior Education Program

Specialist (M&E Section)

f. Rosalie G. Maghinay

Senior Education Program

Specialist (SocMob Section)

g. Annalyn M. Loreto

Senior Education Program

Specialist (P&R Section)

h. Shiela L. Cambungga

Planning Officer III

- 2. In addition to their usual function attached to the positions as Education Program Supervisor, Division Engineer, Senior Education Program Specialist, Planning Officer, Education Program Specialist, Project Development Officer, the designated OIC shall perform the following functions:
  - a. Represent the Chief Education Supervisor-SGOD in any activity where the presence of the Chief Education Supervisor-SGOD is expected, required and deemed important. Hence, any approved/scheduled travel on official business or official time within the inclusive date/s of designation shall be recalled;





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

b. Approve/sign routine office communications/request while policy determining matters shall be referred to the Chief Education Supervisor-SGOD by phone or await his return or referred to the higher authorities, if deemed not necessary and appropriate;

c. Approve and sign leave of absence and travel papers of the SGOD staff/personnel provided these are in accordance with the

Department's policies;

d. Render report to the Chief Education Supervisor-SGOD as to the actions undertaken, office memoranda signed and communications sent to the field;

- e. Whenever the Chief Education Supervisor SGODis out of the division on official business and on vacation/sick leave for 2 days or more, the designated OIC shall approve and sign financial documents such as Purchase Request (PR), Personal Services (PS), Disbursement Voucher and Obligation Request for Maintenance and Other Operating Expenses (MOOE)not exceeding Fifty Thousand Pesos (P 50, 000.00).
- 3. Designated Officer In-Charge (OIC) shall sign official communication in this manner:

Chief Educatio	n Supervisor-SGOD
Na	ame
Po	osition

Officer In-Charge

By the Authority of the

Incl: As stated

Cc: Office of the SDS

Office of the ASDS

Office of the Chief-CID

Office of the Administrative Officer

Office of the Accountant/Budget Officer

Office of the Commission on Audit

Capitol Complex, Cabidianan, Nabunturan, Davao de Oro
website: www.depedcomval.ph • email ad: comval.division@deped.gov.ph • cp#: +639054851417

PIONEERING In Instructional Innovations PROPAGATING Universal Values PRODUCING Globally Competent Graduates

