



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 - 055


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  
CID Office



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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  
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                                  |
| d. Dennis C. Alcano               | - | Senior Education Program 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;





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- 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 - SGOD is 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:

**By the Authority of the  
Chief Education Supervisor-SGOD**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position  
Officer In-Charge

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

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