



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



Office of the Schools Division  
Superintendent


17 July 2024

DIVISION MEMORANDUM  
OSDS-2024- 546

**DESIGNATION OF OFFICER-IN-CHARGE WHILE THE SDS IS ON HOME VISIT  
ON JULY 18, 2024 AND ON SPECIAL LEAVE OF ABSENCE ON JULY 19, 2024**

TO: **NORBERTO S. MANLANGIT MPA**  
Administrative Officer V  
Department of Education  
This Division

1. In view of the home visit of the undersigned on July 18, 2024 and special leave of absence on July 19, 2024, you are hereby designated as the Officer-In-Charge of the Division of Davao de Oro from July 18-19, 2024.
2. Please see attached Division Memorandum OSDS-2024-047 s. 2024 dated January 23, 2024 entitled: **“Designation as Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent”**, for your reference and proper guidance.
3. For your information and strict compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent

Encl.: As stated  
Reference:  
FN: Officer-In-Charge, OSDS

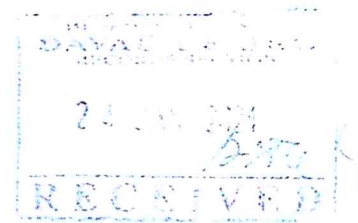


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Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

January 23, 2024

DIVISION MEMORANDUM  
OSDS-2024-067

**DESIGNATION AS OFFICER-IN-CHARGE (OIC) IN THE OFFICE  
OF THE SCHOOLS DIVISION SUPERINTENDENT**

To **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS/  
DISTRICT COORDINATING PRINCIPALS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHERS  
HEADS AND SECTIONS/UNITS  
ALL OTHERS CONCERNED**

1. In the exigency of the service and for smooth and orderly operation of the Office, the designation of officers as Officer-In-Charge(OIC) in the Office of the Schools Division Superintendent of the Department of Education-Division of Davao de Oro, whenever the Schools Division Superintendent is on official business/official time, and on leave of absence shall be in the following order of succession, to wit:

**EMMA A. CAMPOREDONDO CESO VI**  
Assistant Schools Division Superintendent

**NORBERTO S. MANLANGIT CE, MPA**  
Administrative Officer V

2. In addition to the usual functions attached to the position, the designated Officer-In-Charge(OIC) shall perform the following functions:
  - a. Represent the SDS in any activity where her presence is expected, required and deemed important;
  - b. Sign communications and approve administrative and financial actions delegated to the Schools Division Superintendent pursuant to existing DepEd issuances, except appointments and transfer/reassignment of personnel.



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Superintendent

- b.1) Approve/sign Travel Authority for Official Travel and Trip Ticket;
- b.2) Approve/sign Application for Leave (Form 6);
- b.3) Approve/sign Monthly Payroll Worksheet and Report of Service (Form 7);
- b.4) Approve Purchase Request (PR), Purchase Order (PO), Obligation Request (OBR), Request for Cash Advance for School Maintenance and Other Operating Expenses (MOOE), Disbursement Voucher not exceeding Three Hundred Thousand Pesos (P300,000) and Liquidation Report;
- b.5) Approve/sign Obligation Request and Disbursement Voucher for monthly payroll of employees;
- b.6) Approve/sign List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Advice of checks Issued and Cancelled (ACIC), and Payroll Crediting System Validation (PaCSVal);
- b.7) Approve/sign Request for Funding Requirements to DBM and other similar financial request and/or reports;
- b.8) Approve/sign Provident Loan not exceeding One Hundred Thousand Pesos (P100,000.00); and
- b.9) Approve/sign reports requested by other oversight agencies such as the Civil Service Commission (CSC), Commission on Audit (COA), Bureau of Treasury (BTr), Government Service Insurance System (GSIS), PhilHealth, Home Development Mutual Fund (Pag-IBIG Fund), etc.

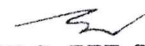
3. The designated OIC shall sign official correspondence as follows:

**By authority of the  
Schools Division Superintendent:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position Title)  
**Officer-In-Charge**

- 4. All other issuances and provision issuances which are inconsistent with the aforementioned are repealed or modified accordingly.
- 5. The OIC shall render a report of all signed documents during their term as OIC.
- 6. Immediate dissemination of this Memorandum is desired.

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

*Encl. As stated  
Reference  
EX number Designation*



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