



2024-09-18-0777

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

Office of the Schools Division
Superintendent



OFFICE MEMORANDUM

No. 092, s. 2024

TO : **LUZ E. COMONAL**
Administrative Officer IV
(Human Resource Management Officer II)
This Office

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

DATE : **13 SEPTEMBER 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 **“CY 2024 CLUSTERED TRAINING ON THE UPDATES OF THE REVISED IRR OF RA NO. 9184 FOR PROCUREMENT PERSONNEL”**, to be held in General Santos City, on September 16-20, 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.
4. This designation is in addition to your usual duties and functions as Administrative Officer IV (Human Resource Management Officer II) and shall automatically cease upon the return to duty of Engr. Norberto S. Manlangit from the said travel.
5. Please be guided accordingly.


PHOEBE GAY L. REFAMONTE, CESO VI
OIC-Schools Division Superintendent

cc.: **NORBERTO S. MANLANGIT**
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@depd.gov.ph
Website: www.depeddavaodeoro.ph

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