



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



Office of the Schools Division
Superintendent


25 September 2024

DIVISION MEMORANDUM
OSDS-2024-**823**

**DESIGNATION OF OFFICER-IN-CHARGE WHILE THE OIC-SDS IS ON OFFICIAL
BUSINESS FROM SEPTEMBER 30-OCTOBER 3, 2024**

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

1. In view of the attendance of the undersigned to the Regional Assembly of Education Leaders (RAEL) and Training Workshop for Teachers at SMX Lanang, Davao City from September 30-October 3, 2024, you are hereby designated as the Officer-In-Charge of the Division of Davao de Oro.
2. Please see attached Division Memorandum No. 767, s. 2024 dated September 16, 2024 entitled: **“Succession of Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent and other Offices”**, for your reference and proper guidance.
3. For your information and strict compliance.


PHOEBE GAY L. REFAMONTE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

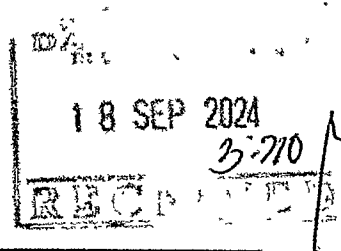


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Department of Education
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SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

September 16, 2024

DIVISION MEMORANDUM

No. 767, s. 2024

**SUCCESSION OF OFFICER-IN-CHARGE (OIC) IN THE OFFICE OF THE
SCHOOLS DIVISION SUPERINTENDENT AND OTHER OFFICES**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/
District Coordinating Principals
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
Heads of Sections/Units
All Others Concerned

1. In the exigency of the service and for smooth and orderly operation of the Office, the succession of Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent of the Department of Education - Division of Davao de Oro, whenever the OIC-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 - Administrative Services

ARLYN B. LIM, PhD
Chief Education Supervisor
Curriculum Implementation Division

RUBEN J. REPONTE, EdD
Chief Education Supervisor
School Governance and Operations Division

2. The designated Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent shall perform the following functions in addition to the usual duties and responsibilities attached to their positions, to wit:



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**Office of the Schools Division
Superintendent**

- a) Represent the OIC-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 OIC-Schools Division Superintendent pursuant to existing DepEd issuances, except appointments and other human resource actions, such as:
 - 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), except for the BAC Chairperson; Obligation Request (OBR), Request for Cash Advance for School Maintenance and Other Operating Expenses (MOOE), Disbursement Voucher (except procurement), and Liquidation Report;
 - b.5) Approve/sign Obligation Request and Disbursement Voucher and Obligation Request for monthly payroll of employees and other personnel benefits regardless of the amount, including mandatory deductions and loan remittances;
 - 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 requests and/or reports;
 - b.8) Approve/sign Provident loan not exceeding Two Hundred Thousand Pesos (P200,000.00);
 - b.9) Approve/sign urgent 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.

However, policy-determining matters shall be held in abeyance or communicated to the undersigned through any fastest means of communication.

Additionally, the Assistant Schools Division Superintendent (ASDS) shall at all times sign or approve the following documents, to wit:

- a) Disbursement Voucher and Obligation Request not exceeding Three Hundred Thousand (P300,000.00) Pesos, chargeable against MOOE except those that require procurement process pursuant to RA No. 9184;
- b) Application for Leave (CS Form No. 6 Revised 2020) not exceeding sixty (60) days,



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3. Likewise, the succession of Officer-In-Charge (OIC) of the different offices shall be as follows:

Official/Office	Succession of OIC in particular order:
1) Emma A. Camporedondo, CESO VI Assistant Schools Division Superintendent	1) Arlyn B. Lim 2) Norberto S. Manlangit 3) Renato N. Papakin 4) Andy P. Cabodoc
2) Arlyn B. Lim, PhD Chief Education Supervisor (Curriculum Implementation Division)	1) Renato N. Pacpakin, EdD 2) Andy P. Cabodoc, EdD 3) Hilda A. Opeña, EdD 4) Emman A. Clarion
3) Ruben J. Reponte, EdD Chief Education Supervisor (School Governance and Operations Division)	1) Wilfredo A. Takasan 2) Dennis C. Alcano 3) Rosalie G. Maghinay 4) Gringo John F. Pelaez
4) Norberto S. Manlangit, CE, MPA Administrative Officer V (Administrative Services Section)	1) Luz E. Comonal 2) Ana O. Cerbo 3) Janet O. Roa 4) Randy C. Cañeda
5) Lewi Mat Dexter M. Bello, CPA Accountant III (Accounting)	1) Eupe John B. Jayectin 2) Lene Mark S. Caetano 3) Jennifer O. Baluis 4) Pauline S. Clarion
6) Nisan Lejan M. Cal Administrative Officer V (Budget)	1) Cherry D. Tibay 2) Jane M. Mahinay 3) Reynante M. Homigop 4) Valerie A. Vergara
7) Luz E. Comonal Administrative Officer IV (Personnel Unit)	1) Joemeryn R. Muñoz 2) Lynnette P. Banayo 3) Cristy N. Ga-as
8) Randy C. Cañeda Administrative Officer IV (Cash Unit)	1) Christine P. Barzo 2) Joshua C. Nudalo 3) Ahla Mae H. Martin
9) Ana O. Cerbo Administrative Officer II Records Officer-Designate (Records Unit)	1) Lou April M. Fulguerinas 2) Keanu P. Dumlao 3) Donnamee F. Ongcal
10) Marion A. Espenoza Administrative Officer IV (Supply Unit)	1) Aeres M. Maglana 2) Grecilyn A. Urbano 3) Mario E. Alquiza



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4. The designated OIC in the Office of the Schools Division Superintendent and Section/Unit/Office shall sign official correspondence as follows:

By authority of the
OIC-Schools Division Superintendent:

(Name)

(Position Title)
Officer-In-Charge

5. The Officer-In-Charge of the Section/Unit/Office is tasked to ensure orderly and smooth operation of the Section/Unit/Office in providing economical, efficient and effective frontline services.
6. All other issuances and provisions of issuances which are inconsistent with the aforementioned memorandum are repealed or modified accordingly.
7. The OIC shall render a report of all signed documents during their term as OIC.
8. Immediate dissemination of this Memorandum is desired.


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



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