2024-10-14-0866

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. _893_ , s. 2024

DAVAO DE ORO RECORDS SECTION
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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	: **08 OCTOBER 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 "***Policy Formulation and Consultative Workshop on the Separation and Exit Interview Guidelines***" to be held at the Legend Hotels International Corporation – Kabayan Hotel located in 423 EDSA, Pasay City on October 9-11, 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

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