



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

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO

RECORDS SECTION

RELEASED

By: [Signature]
Date: 12-09-25 Time: 2:34pm

Office of the Schools Division
Superintendent

December 9, 2025

DIVISION MEMORANDUM
OASDS-2025-**1769**

**DESIGNATION OF OFFICER-IN-CHARGE WHILE THE ASDS IS ON OFFICIAL
BUSINESS FROM DECEMBER 9-12, 2025**

TO: **ARLYN B. LIM**
Chief Education Supervisor
Department of Education
This Division

1. In view of the attendance of the Assistant Schools Division Superintendent to the Validation Workshop on the Proposed Amendment to the DepEd Order No.49, series of 2026 on December 9-12, 2025 in the National Capital Region, you are hereby designated as the Officer-In-Charge of the Division of Davao de Oro.
2. As such, you are hereby directed to perform the following functions, to wit:
 - a) Represent the ASDS in any activity where her presence is expected, required and deemed important.
 - b) Sign communications, approve administrative and financial actions delegated to the Assistant Schools Division Superintendent pursuant to existing DepEd issuances, except appointments.
 - b.1) Approve/sign Travel Authority for Official Travel Abroad;
 - b.2) Approve/sign Application for Leave (Form 6) for 60 days above;

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



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
Email Address: davaodeoro@deped.gov.ph
Website: www.deped-ddo.com

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REGION XI
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**Office of the Schools Division
Superintendent**

As the designated OIC in the Office of the Assistant Schools Division Superintendent, you shall sign official correspondence as follows:

By authority of the
Assistant Schools Division Superintendent:

ARLYN B. LIM
CHIEF EDUCATION SUPERVISOR
CURRICULUM IMPLEMENTATION DIVISION
Officer-In-Charge

3. For your information and strict compliance.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent

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



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