



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



Office of the Schools Division  
Superintendent

September 26, 2023

**DIVISION MEMORANDUM**

OSDS-2023

806

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

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

1. In view of the Official Travel of the undersigned to Davao City on September 27, 2023, you are hereby designated as the Officer-In-Charge of the Office of the Schools Division Superintendent while on Official Business.
2. Please see attached Division Memorandum No. 335 s. 2023 dated April 13, 2023, 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 





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

Office of the Schools Division  
 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 (MCOE), Disbursement Voucher, not exceeding Three Hundred Thousand Pesos (P300,000.00), 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 (FaCSVal);
- b.7) Approve/sign Request for Funding Requirements to DBM and other similar financial requests and/of 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 provisions of 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, CESE**  
 Schools Division Superintendent



Address: Capitol Complex, Brgy. Gabidanan, Nabunturan, Davao de Oro  
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
 Email Address: davaodeoro@deped.gov.ph  
 Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-034	Rev.	00
Effectivity	09.12.22	Page	2 of 2