



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



Office of the Schools Division
Superintendent

2023.01.05.0010

04 Jan 2023

DIVISION MEMORANDUM
OSDS-2023-008

**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 attendance of the undersigned to the Planning Conference hosted by the Davao Regional Association of Schools Superintendents – Region XI (DRASS XI) on January 5, 2023 at Davao City.
2. Please refer to the herewith Division Memorandum No. 1115, s. 2022 entitled: **“Designation as Officer-In-Charge (OIC) of the Office of the Schools Division Superintendent”**, for your reference and proper guidance.
3. For your information and strict compliance.

ROMMEL R. JANDAYAN, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

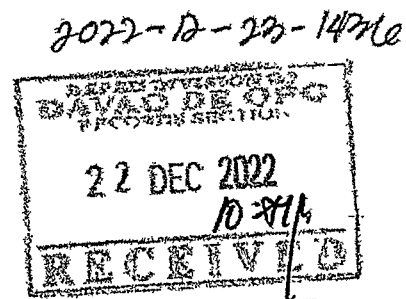


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Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

December 22, 2022

DIVISION MEMORANDUM
 No. 1115, s. 2022

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

To : OIC-Assistant Schools Division Superintendent
 Chief Education Supervisor
 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 interest of the service, for smooth and orderly operation of the Office, the designation of officers as Officer-In-Charge (OIC) of the Office of the Schools Division Superintendent of the Department of Education – Division of Davao de Oro, whenever the Schools Division Superintendent is out of the division on official business/ official time, on leave of absence and the like, shall be in the following order of succession, to wit:

ARLYN B. LIM PhD	OIC-Asst. Schools Division Superintendent
NORBERTO S. MANLANGIT MPA	Administrative Officer V
RUBEN J. REPONTE EdD	Chief Education Supervisor

2. In addition to the usual functions attached to the position, the designated Officer-In-Charge (OIC) shall perform the following functions:

- a) Represent the SDS in any activity where his 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.

- b.1) Approve/sign Travel Authority for Official Travel;
- b.2) Approve/sign Application for Leave (Form 6);
- b.3) Approve/sign Monthly Payroll Worksheet and Report of Service (Form 7);



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- b.4) Approve/sign Purchase Request (PR), Purchase Order (PO), Obligation Request (OBR), and Disbursement Voucher for Maintenance and Other Operating Expenses (MOOE), Personal Services (PS), Special Education Fund (SEF); not exceeding Three Hundred Thousand Pesos (P300,000.00);
 - 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 (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 One Hundred Thousand Pesos (P100,000.00); and
 - b.9) 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 the authority of the
 OIC-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. Immediate dissemination of this Memorandum is desired.

ROMMEL R. JANDAYAN EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent



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