



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

Office of the Schools Division  
Superintendent


October 9, 2023

**OFFICE MEMORANDUM**

No. 091, s. 2023

TO : **JOEMERYN R. MUÑOZ**  
Administrative Officer II  
This Division

SUBJECT : **DESIGNATION ORDER**

FROM : **CRISTY C. EPE**  
Schools Division Superintendent 

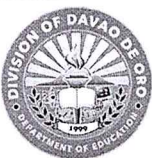
In the exigency of the service and in view of the attendance of Mrs. Luz E. Comonal, Administrative Offer IV, to the CHRMP 7<sup>th</sup> Regional Conference on October 11-13, 2023, you are hereby advised of your designation as the Officer-In-Charge of the Office of the Human Resource Unit, this Office, effective immediately.

As such, you are tasked to perform the following:

- 1) Represent the Administrative Officer IV in any activity where her presence is expected, required and deemed important;
- 2) Sign the following documents:
  - a) Leave of application (CS Form 6) for the Rank and File (Office of the SDS);
  - b) Working papers for salary claims computation;
- 3) Does other related tasks as may be directed by higher authorities.

For your information, guidance and compliance.

cc.: **LUZ E. COMONAL**  
Administrative Officer IV



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