



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

Office of the Schools Division
Superintendent

OFFICE MEMORANDUM

No. 093, s. 2023

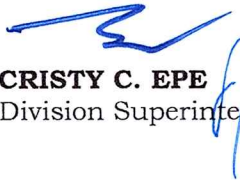


TO : **LUZ E. COMONAL**
Administrative Officer IV
(Human Resource Management Officer II)
This Office

SUBJECT : **DESIGNATION ORDER AS OFFICER-IN-CHARGE IN THE
OFFICE OF THE ADMINISTRATIVE OFFICER V FOR
ADMINISTRATIVE SERVICES**

DATE : **13 OCTOBER 2023**

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 National Conference of Public Assistance Coordinators (PAAC), to be held at the Teachers' Camp, Baguio City on October 17-21, 2023, 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.


CRISTY C. EPE
Schools Division Superintendent

cc.: **Norberto S. Manlangit**
Administrative Officer V
Administrative Services Section



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