



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



Office of the Schools Division
Superintendent

November 8, 2023

OFFICE MEMORANDUM

No. 102, s. 2023

TO : **ANA O. CERBO**
Administrative Officer II
Administrative Services Section
This Office

SUBJECT : **DESIGNATION ORDER AS OFFICER-IN-CHARGE IN THE
OFFICE OF THE ADMINISTRATIVE OFFICER IV
(RECORDS UNIT)**

DATE : **08 NOVEMBER 2023**

1. In the exigency of the service and in view of the leave of absence of Mr. Earle B. Tumampos, Administrative Officer IV, effective December 1, 2023, you are hereby informed of your designation as Officer-In-Charge (OIC) in the Office of the Administrative Officer IV (Records Unit), effective December 1, 2023.
2. As Officer-In-Charge, you are tasked to provide the Schools Division Office with timely, responsive and economical administrative services in records management in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.
3. This designation is in addition to your usual duties and functions as Administrative Officer II of the Payroll Services Unit (PSU) and shall automatically cease upon the return to duty of Mr. Earle B. Tumampos from his leave of absence or until further notice.
4. Please be guided accordingly.


CRISTY C. EPE CESOV
Schools Division Superintendent



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