



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



Office of the Schools Division  
Superintendent

November 15, 2023

**OFFICE MEMORANDUM**

No. 108, s. 2023

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

SUBJECT : **DESIGNATION ORDER**

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

- 1) In the exigency of the service and in view of the Official Business of Mrs. Luz E. Comonal, Administrative Offer IV, for her attendance to the Capacity Building of Human Resource Management Officers at Hotel Fortuna, Cebu City on November 20-24, 2023, you are hereby informed of your designation as Officer-In-Charge in the Office of the Human Resource Unit, on the above-mentioned dates.
- 2) As such, you are tasked to ensure continuous operation of the Office in providing efficient and effective administrative services.
- 3) For and on behalf of the Administrative Officer IV (HRMO), you shall sign the following documents on administrative matters.
- 4) This designation is in addition to your usual duties and functions as Administrative Officer II and shall automatically cease upon the return to duty of Mrs. Comonal from the said travel.
- 5) Please be guided accordingly.

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



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