



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

Office of the Schools Division  
Superintendent

**OFFICE MEMORANDUM**

No. 106, 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 NOVEMBER 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 live-out training program on "Employee Relations: Mode of Dispute Resolution" to be held at the Pinnacle Hotel Davao, Sta. Ana Avenue, Davao City on November 14-17, 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 CESOV**  
Schools Division Superintendent

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



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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