



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



Office of the Schools Division  
Superintendent

November 22, 2023

DIVISION MEMORANDUM  
OSDS-2023- 971

**DESIGNATION AS OFFICER-IN-CHARGE  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

To **NORBERTO S. MANLANGIT, MPA**  
Administrative Officer V  
Department of Education  
This Division

- 1) In view of the Official Business of the undersigned to Carmen National High School, Carmen, Davao del Norte for the attendance to the First Regional ALS SHS Summit, Exhibit, and Expo of the Pilot Implementer on November 23, 2023, you are hereby designated as the Officer-In-Charge of the Office of the Schools Division Superintendent.
- 2) Please see attached Division Memorandum No. 335 s. 2023 dated April 13, 2023, entitled: ***“Designation as Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent”***, for your reference and proper guidance.
- 3) For your information and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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Office of the Schools Division  
 Superintendent

- b.1) Approve/sign Travel Authority for Official Travel and Trip Ticket;
- b.2) Approve/sign Application for Leave (Form 6);
- b.3) Approve/sign Monthly Payroll Worksheet and Report of Service (Form 7);
- b.4) Approve Purchase Request (PR), Purchase Order (PO), Obligation Request (OBR), Request for Cash Advance for School Maintenance and Other Operating Expenses (MOOE), Disbursement Voucher, not exceeding Three Hundred Thousand Pesos (P300,000.00), and Liquidation Report;
- b.5) Approve/sign Obligation Request and Disbursement Voucher for monthly payroll of employees;
- b.6) Approve/sign List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and Payroll Crediting System Validation (PaCSVal);
- b.7) Approve/sign Request for Funding Requirements to DBM and other similar financial requests and/or reports;
- b.8) Approve/sign Provident loan not exceeding One Hundred Thousand Pesos (P100,000.00); and
- b.9) Approve/sign reports requested by other oversight agencies such as the Civil Service Commission (CSC), Commission on Audit (COA), Bureau of Treasury (BTr), Government Service Insurance System (GSIS), PhilHealth, Home Development Mutual Fund (Pag-IBIG Fund), etc.


3. The designated OIC shall sign official correspondence as follows:

By authority of the  
 Schools Division Superintendent

\_\_\_\_\_  
 (Name)

\_\_\_\_\_  
 (Position Title)  
 Officer-In-Charge

- 4. All other issuances and provisions of issuances which are inconsistent with the aforementioned are repealed or modified accordingly.
- 5. The OIC shall render a report of all signed documents during their term as OIC.
- 6. Immediate dissemination of this Memorandum is desired.

  
**CRISTY C. EPE, CESE**  
 Schools Division Superintendent



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



Office of the Schools Division  
Superintendent

April 13, 2023

DIVISION MEMORANDUM  
No. 335, s. 2023

**DESIGNATION AS OFFICER-IN-CHARGE (OIC) IN THE OFFICE  
OF THE SCHOOLS DIVISION SUPERINTENDENT**

To : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors/  
District Coordinating Principals  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
Heads of Sections/Units  
All Others Concerned

1. In the exigency of the service and for smooth and orderly operation of the Office, the designation of officers as Officer-In-Charge (OIC) in the Office of the Schools Division Superintendent of the Department of Education - Division of Davao de Oro, whenever the Schools Division Superintendent is on official business/official time, and on leave of absence, shall be in the following order of succession, to wit:

ARLYN B. LIM PhD  
Chief Education Supervisor  
Curriculum Implementation Division (CID)  
OIC-Asst. Schools Division Superintendent

NORBERTO S. MANLANGIT CE, MPA  
Administrative Officer V

2. In addition to the usual functions attached to the position, the designated Officer-In-Charge (OIC) shall perform the following functions:
  - a) Represent the SDS in any activity where her presence is expected, required and deemed important;
  - b) Sign communications and approve administrative and financial actions delegated to the Schools Division Superintendent pursuant to existing DepEd issuances, except appointments and transfer/reassignment of personnel.



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