



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



Office of the Schools Division
Superintendent

January 23, 2024

DIVISION MEMORANDUM
OSDS-2024-047

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

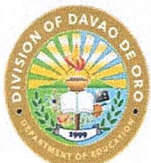
To **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS/
DISTRICT COORDINATING PRINCIPALS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHERS
HEADS AND 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:

EMMA A. CAMPOREDONDO CESO VI
Assistant 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.



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
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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 (Form7);
- 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) 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 request 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.

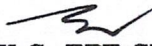
3. The designated OIC shall sign official correspondence as follows:

**By authority of the
Schools Division Superintendent:**

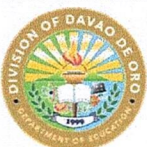
(Name)

(Position Title)
Officer-In-Charge

4. All other issuances and provision 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 CESOV
Schools Division Superintendent

Encl: As stated
Reference:
FN:mhegR_Designation



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