




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DIVISION MEMORANDUM

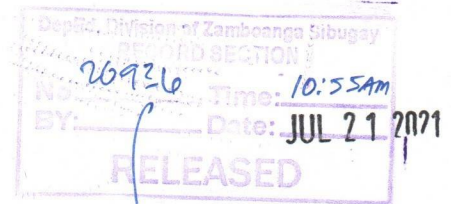
No. 227, s. 2021

TO : **AURELIO A. SANTISAS**
OIC - Assistant Schools Division Superintendent

FROM :  **DR. JEANELYN A. ALEMAN, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE**

DATE : **JULY 21, 2021**



In view of my schedule for work from home arrangement, you are hereby designated as Officer-in-Charge on July 21-22, 2021 or until my return.

You shall therefore discharge the following duties and functions inherent to your designation except matters that need my discretion, to wit:

1. Check and monitor the attendance of the Division Office personnel,
2. Sign in the routinary documents such as Division Memoranda, transmittal, endorsements and the following selected documents, to wit:
 - 2.1 Travel Order
 - 2.2 Itinerary of Travel
 - 2.3 Leave (Division Office Personnel)
 - 2.4 Advice to Debit Account (ADA)
 - 2.5 Certification of Learners
 - 2.6 Fidelity Bond
3. Represent the OIC-SDS to any official function such as meetings, conferences, among others and
4. Regularly update the OIC-SDS of matters affecting the operations.

Please be guided accordingly.

Copy furnished: SGOD Chief Jerry C. Bokingito
CID Chief Evelyn F. Importante
Section Heads
School Heads (Elementary and Secondary)
File

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