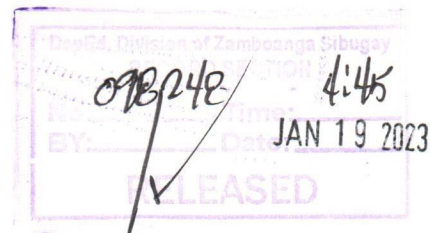




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



DIVISION MEMORANDUM

No. 024, s. 2023

TO : **OLIVER B. TALAOC, EdD**
SGOD CHIEF

FROM : **DR. JEANELYN A. ALEMAN, CESO VI**
Schools Division Superintendent

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

DATE : **JANUARY 19, 2023**

In view of my attendance to the 16th Onsite Regional Management Committee Meeting (REMANCOM), you are hereby designated as Officer-in-Charge on January 20, 2023.

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 transmittal, endorsements and the following selected documents, to wit;
 - 2.1 Leave (Division Office Personnel)
 - 2.2 Certification of Learners
3. Represent the SDS to any official function such as meetings, conferences, among others and
4. Regularly update the SDS of matters affecting the operations.

Please be guided accordingly.

Copy furnished: ASDS Aurelio A. Santisas
CID Chief Evelyn F. Importante
Section Heads
School Heads (Elementary and Secondary)
File

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Pangi, Ipil, Zbga. Sibugay
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph