



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 607918	TIME:
BY: [Signature]	DATE: APR 28 2025
RELEASED	

25 April 2025

OFFICE MEMORANDUM
NO. 027, s. 2025

OFFICER-IN-CHARGE OF THE OFFICE OF THE PERSONNEL SECTION

To: **ROMMEL L. GUSTILO**
Administrative Officer II
This Division

1. In view of the official travel of the HRMO to the Regional Training on Mastering Effective, Efficient and Timely Delivery of Administrative Services under Quality Management System at DepEd Region IX, you are hereby designated as Officer in-Charge of Personnel Section on **April 28-30, 2025**.
2. You shall therefore discharge the following duties and functions inherent to your designation and sign in the following documents, to wit:
 - a. Check and monitor the attendance of the Personnel Section.
 - b. Sign in the routinary documents such as transmittal, endorsements and the following selected documents, to wit;
 - c. Leave Forms
 - d. Service Records, Certificate of Employment, DBP Endorsement
 - e. Payrolls, PHILHEALTH, BIR, Provident Loan
 - f. Represent the HRMO to any official function such as meetings and among others.
 - g. Update the HRMO of matters affecting the operations.
3. For your information and guidance.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent

[Signature]
MA. COLLEEN L. EMORICHA, EdD, CESO VI
Assistant Schools Division Superintendent

Encl: As stated

References:

To be indicated in the Perpetual Index under the following subjects:

ZS-OM-OSDS-PER-2025-04-008-0
RRAR20250425