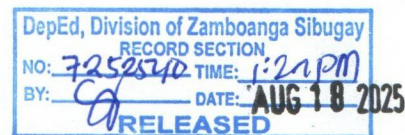




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



August 17, 2025

**OFFICE MEMORANDUM**

NO. 058, s. 2025


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

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

1. In view of the attendance of the HRMO to the Consultation Dialogue on the Implementation of the Modified Position Classification and Compensation Scheme and the System of Career Progression for Teachers and School Heads in DBM RO IX, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **August 18, 2025** or until his return.
2. As such, you shall act on matters which are routinary in nature. 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, Division Clearance, Certificate of Last Payment (CLP)
  - 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 information, guidance and compliance.

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

For the Schools Division Superintendent

  
**OLIVER B. TALAOC, Ed.D**  
Chief Education Supervisor -SGOD  
In – Charge of Office

ZS-OM-OSDS-PER-2025-08-020-0  
RRAR-20250817