



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO. <u>131710</u>	TIME: <u>3:25 PM</u>
BY: _____	DATE: <u>OCT 15 2025</u>
RELEASED	

October 15, 2025

OFFICE MEMORANDUM

NO. 077, 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 Regional Workshop on FY 2027-2029 Plans and Budget Preparation in DepEd - RO IX, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **October 20 – 23, 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

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