



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: f	DATE: 07 Jan 2026
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January 7, 2026

OFFICE MEMORANDUM
NO. **007**, s. 2026

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 2025 VINTA Awards and Seminar on Leadership in HR Governance – 2025 ORAOHRA in Zamboanga City, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **January 8-15, 2026**.
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 Record, 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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