



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 587426	TIME: 6:12 PM
BY: _____	DATE: 10 MAR 2026
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Office of the Schools Division
 Superintendent

March 10, 2026

OFFICE MEMORANDUM
 NO. 066, s. 2026

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

To: **JOSHUA MARCO A. BUCAYAN**
 Administrative Officer II
 Personnel Section
 This Division

1. In view of the attendance of the HRMO at the Four-Day Capacity Building and 1st Quarter CPO Conference in Bukidnon, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **March 11 – 13, 2026**.

2. As such, you shall act on matters that are routine in nature. You shall therefore discharge the following duties and functions inherent to your designation and sign the following documents, to wit:

- A. Check and monitor the attendance of the Personnel Section.
- B. Sign the routine documents, such as transmittal, endorsements, and the following selected documents, to wit:
 - a. Leave Forms, Division Clearance, Certificate of Last Payment (CLP)
 - b. Service Record, Certificate of Employment, DBP Endorsement
 - c. Payrolls, PHILHEALTH, BIR, Provident Loan
- C. Represent the HRMO at any official function, such as meetings, and among others.
- D. Update the HRMO on 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, EdD
 Chief, SGOD
 In-Charge of Office

ZS-OSDS-PER-OM-2026-03-002-0
 RRAR20260310



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	1 of 1