



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

DepEd, Division of Zamboanga Sibugay	
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**Office of the Schools Division
 Superintendent**

April 6, 2026

OFFICE MEMORANDUM
 NO. **074**, 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 Regional Mass Oath Taking of Newly Reclassified/Promoted Teachers under ECP in Zamboanga City, you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **April 6 – 8, 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;
 - i. Leave Forms, Division Clearance, Certificate of Last Payment (CLP)
 - ii. Service Record, Certificate of Employment, DBP Endorsement
 - iii. Payrolls, PHILHEALTH, BIR, Provident Loan
 - c. Represent the HRMO to any official function such as meetings and among others.
 - d. 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:

CHRISTINE JOYCE S. PACO
 Attorney III
 In-Charge of the Office

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