



Office Memorandum
No. 111, s. 2019

TO: **Jasmin R. Lacuna**
OIC/Office of the Assistant Schools Division Superintendent

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DATE: July 10, 2019

1. In view of my requested personal leave of absence, the addressee Ms. JASMIN R. LACUNA, OIC/ Office of the Assistant Schools Division Superintendent is hereby informed to be the Officer-In-Charge of the Office of the Schools Division Superintendent from September 17-20, 2019.
2. As such, she is also informed of the following duties and responsibilities:
 - a. shall act as Chairman of the following committees:
 - Bids and Awards Committee
 - Division Personnel Selection Board (DPSB)
 - Performance Appraisal Review Committee (PARC)
 - Program on Awards and Incentives for Service Excellence (PRAISE)
 - Grievance Machinery
 - b. As Chairman of the said committees, she is to facilitate the implementation of all programs and activities desired and mandated under existing policies, rules and regulations.
 - c. She shall assist in planning, implementing and in the monitoring and evaluation of programs and projects.
 - d. She shall represent the School Division Superintendent and sign routine communications and other office documents in her absence.
 - e. She shall approve the following:
 - Application for Leave of Absence not exceeding 30 days.

- Authority to Travel
- Activity Designs, Purchase Requests, Purchase Orders.

f. She shall sign:

- Payroll for the Salary & other benefits of Division Personnel, and Remittances.
- Disbursement Vouchers, Checks and ACIC

g. She shall sign the Certification Authentication Verification (CAV) of school records.

h. This Memorandum shall take effect immediately on the mentioned date during the leave of absence.