

Republic of the Philippines



Office Memorandum No. 311 , s. 2019

TO:

Jasmin R. Lacuna

OIC/Office of the Assistant Schools Division Superintendent

FROM:

MARILOU &. DEDUMO, Ph. D., CESO V

Schools Division Superintendent

SUBJECT:

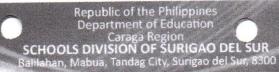
FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE OF THE OFFICE OF THE

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 0
 - Division Personnel Selection Board (DPSB) 0
 - Performance Appraisal Review Committee (PARC) 0
 - Program on Awards and Incentives for Service Excellence (PRAISE) 0
 - 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.
 - She shall approve the following:
 - Application for Leave of Absence not exceeding 30 days.





- Authority to Travel
- Activity Designs, Purchase Requests, Purchase Orders. 0

She shall sign:

- Payroll for the Salary & other benefits of Division Personnel, and Remittances. 0
- Disbursement Vouchers, Checks and ACIC
- 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.

