



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

13 April 2021

DIVISION MEMORANDUM

No. 185 s. 2021

**FUNCTIONS DELEGATED TO THE OFFICER-IN-CHARGE, OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

**To : DR. GILBERT L. GAYRAMA CESE**  
Chief Education Program Supervisor, OIC – Office of the Assistant Schools Division Superintendent

1. The Officer-In-Charge, Office of the Assistant Schools Division Superintendent, shall act as Chairperson of the following committees:
  - 1.1 Bids and Awards Committee
  - 1.2 Division Personnel Selection Board (DPSB)
  - 1.3 Performance Appraisal Review Committee (PARC)
  - 1.4 Program on Awards and Incentives for Service Excellence (PRAISE)
  - 1.5 Grievance Machinery
  - 1.6 Schools Division Research
2. As Chairperson of the said committees, he spearheads in the planning and ensures the implementation of all activities mandated under existing policies, rules and regulations.
3. As Assistant Schools Division Superintendent, he shall assist the Schools Division Superintendent in all projects and program implementation.
4. He shall approve the following:
  - 4.1 Application for Leave of Absence of teaching and non-teaching personnel up to 60 calendar days. (Please refer to D.O. 008 s. 2021)
  - 4.2 Daily Time Record of Chiefs
5. **In the absence** of the Schools Division Superintendent, he shall approve the following:
  - 5.1. Authority to travel
  - 5.2. Payroll for the Salary & other benefits of Division Personnel and Remittances chargeable to PS Allocation.
  - 5.3. Disbursement Vouchers, Cheques and ACIC
  - 5.4. Other financial documents and reports

Received:  
*[Signature]*  
4/19/21



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300  
(086) 211-3225  
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

---

6. This Memorandum shall take effect immediately.

**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference:

To be indicated in the Perpetual Index  
under the following subjects:

DESIGNATION ORDER  
OIC-ASDS

VLT/DM- Designation Order – OIC-ASDS  
185/April 13, 2021



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
 (086) 211-3225  
 surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102